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Operations

AEROSPACE EXPEDITIONARY FORCE PLANNING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning*. It provides policy and guidance to conduct planning for Aerospace Expeditionary Forces (AEF). This planning complements the Joint Strategic Capabilities Plan (JSCP) and the Joint Operation Planning and Execution System (JOPES) deliberate and crisis action planning processes and formalizes the AEF contingency planning process by describing the roles, responsibilities, and relationships of Air Force organizations involved with AEF operations. Additional guidance is available in Air Force Instruction (AFI) 10-402, *Mobilization Planning;* AFI 10-403, *Deployment Planning and Execution*; AFI 10-404, *Base Support and Expeditionary Site Planning*; Air Force Handbook (AFH) 10-416, *Personnel Readiness and Mobilization*; and Air Force Manual (AFMAN) 10-401, *Operation Plan and Concept Plan Development and Implementation.* This instruction applies to all Air Force and Air Reserve Component (ARC) activities that organize, train, equip, or deploy units and individuals in AEF operations. Any organization may supplement this instruction. Except where noted, references to major commands (MAJCOM) include the Air National Guard (ANG). Any reference to MAJCOMs also includes field operating agencies (FOA) and direct reporting units (DRU). MAJCOMs and FOAs will send one copy of their printed supplement to HQ USAF/XOX; other organizations send one copy of each printed supplement to the next higher headquarters. See **Attachment 1** for a glossary of references, abbreviations, acronyms, and terms. Maintain and dispose of records created as a result of processes prescribed in this instruction in accordance with AFMAN 37-139, *Records Disposition Schedule.*

(AFMC) This supplement augments AFI 10-400, *Aerospace Expeditionary Force Planning*, dated 16 October 2002 and addresses AFMC-unique situations. The additions correspond to the chapters and paragraphs in the AFI. This supplement does not pertain to AFMC-gained Air National Guard units.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision incorporates new policy and guidance to conduct planning for AEFs. It includes new roles and responsibilities, lessons learned, and the way the United States Air Force (USAF) transitions from steady state or rotational operations to crisis. It also contains new policy, procedures, and responsibilities for the management of Air Force unit type codes (UTC) within the AEF construct.

Due to the continuing evolution of the AEF, this AFI is current and applicable as of the release date. Coordination was obtained from MAJCOMs and Air Staff on two separate occasions. This "living" document will continue to be modified through interim changes, as applicable. Every effort was made to incorporate all pertinent and reasonable inputs received.

Chapter 1

AEROSPACE EXPEDITIONARY FORCE (AEF) CONCEPT

1.1. General. The AEF concept is how the Air Force organizes, trains, equips, and sustains itself by creating a mindset and cultural state that embraces the unique characteristics of aerospace power – range, speed, flexibility, and precision – to meet the national security challenges of the 21st Century. The concept has two fundamental principles: first, to provide trained and ready aerospace forces for national defense, and second, to meet national commitments through a structured approach which enhances Total Force readiness and sustainment.

1.2. Force Presentation. Currently for Cycle 3, the USAF has organized its Total Force into ten AEFs; two dedicated on-call Air Expeditionary Wings (AEW); two Lead Mobility Wings (LMW); and required Theater Air Control System (TACS) elements, Air Operations Center (AOC), Air Force Forces (AFFOR), Air Support Operations Squadron (ASOC), Tactical Air Control Party (TACP) and Air Control Squadrons (ACS), and Command, Control, Communications, Computers and Intelligence (C4I) elements. ***NOTE:*** Effective June 2003, the current AEW fighter wings at Seymour Johnson and Mountain Home will be realigned within the ten AEFs. The goal is to equitably align available Air Force unit type codes (UTC) across ten AEF and two AEW libraries so each possesses roughly equal capabilities. These libraries provide a composite of capabilities from which force packages are developed to meet mission requirements, while AOC and TACS C4I elements provide the operational level command and control (C2) required for Air and Space Expeditionary Task Force (AETF) mission accomplishment. To maximize unit integrity and cohesion, the Expeditionary Combat Support (ECS) and aviation UTCs allocated to Combat Air Force (CAF) lead and sister wings will be aligned to the same libraries so they can train, deploy, and redeploy as a team where feasible. The LMWs provide trained leadership to support short-notice taskings. Specifically tailored forces are presented to theater commanders as AETFs. Refer to Air Force Doctrine Document (AFDD) 2 for doctrinal guidance on force presentation. In addition to the AEFs and AEWs, the AEF construct will include strategic "enabler" or common user assets, such as long-range mobility, special operations forces (SOF), and space forces, that will provide support to authorized organizations within and outside of the Department of Defense (DOD), including Air Force movements of AEF forces. Additionally, the Air Force's low density/high demand (LD/HD) assets (E-3, E-8, RC-135, U-2, SOF, combat search and rescue (CSAR), and some key support forces) will play critical roles in AEF or AEW operations, subject to the governing directives of the Global Military Force Policy (GMFP).

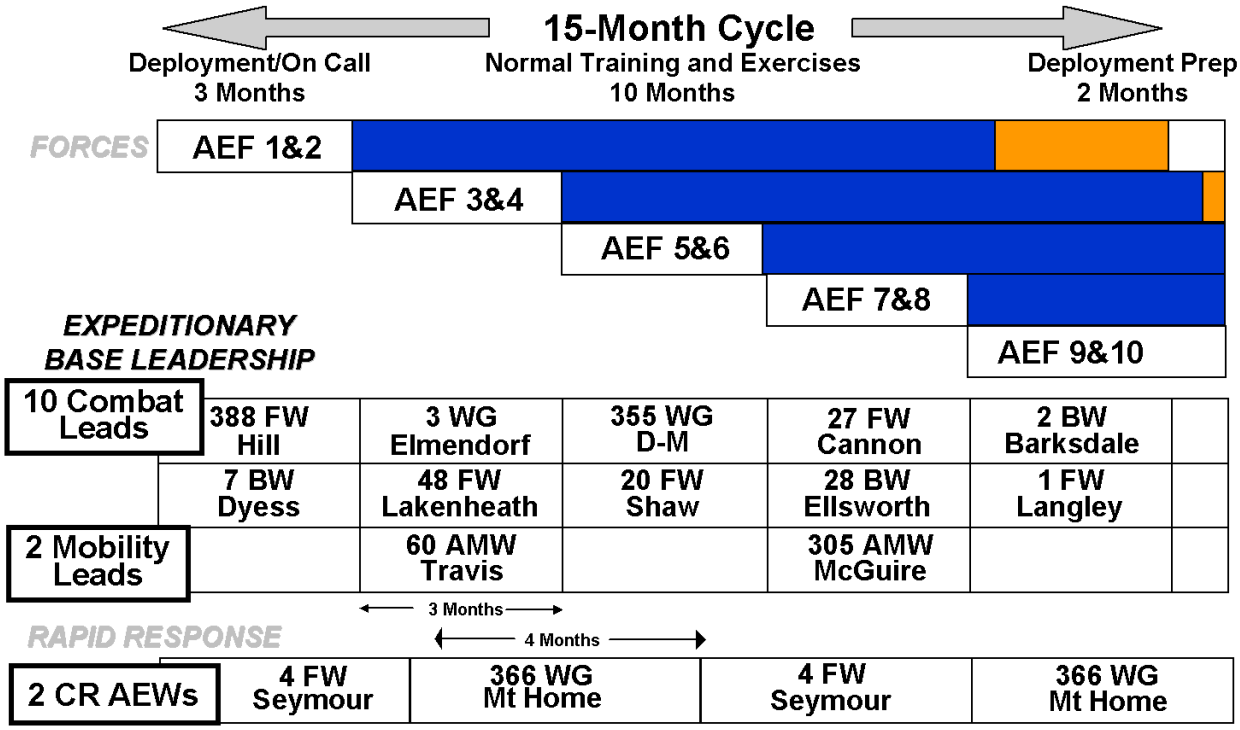
1.3. Spectrum of Operations. The National Military Strategy dictates that the Air Force be prepared to support requirements across the spectrum of operations from humanitarian and disaster relief operations up to and including operations plans (OPLAN). During steady state operations, the Air Force will meet its steady state deployed operational commitments using the UTCs allocated to the two on-call AEFs, one on-call AEW, one on-call LMW, and required enabler and LD/HD forces. Any substantial or sustained commitment of forces beyond this level will constitute a surge for the Air Force and will require some degree of reconstitution of the involved forces after the surge ends. The steady state commitment of two on-call AEFs, one AEW, and required enabler and LD/HD forces will be sustainable over time, provided the Air Force can maintain appropriate levels of personnel and materiel in the force.

1.4. Force Management. The AEF libraries contain a finite capability that at any given time identifies forces that constitute the total force that has been made available or allocated for scheduling. The baseline

schedules each of the ten AEFs for approximately one 3-month contingency on-call/deployment eligibility period every 15 months. The two LMWs will alternate on a 3-month cycle. Most LD/HD assets, as defined in GMFP, and TACS elements are not formally allocated to individual AEFs, but are aligned with deployment cycles in order to enhance deployment predictability. Deployment levels must be consistent with GMFP guidelines. Space, intertheater airlift, and Global Mobility Task Force (GMTF) forces normally will not be allocated to the ten rotational AEFs. Air refueling forces and medium-range airlift forces (currently consisting of C-130 units) will be allocated to AEFs and enabler operations, subject to careful scheduling to avoid overtasking.

1.5. AEF Life Cycle. The 15-month AEF life cycle includes periods of normal training, preparation, and on-call/deployment eligibility. The approximately 10-month normal training period concentrates on unit missions and basic proficiency events, in accordance with (IAW) applicable Air Force directives and Air Force Specialty Code (AFSC) requirements, and may include Joint Chiefs of Staff (JCS), Air Force, or MAJCOM exercise participation. Most contingency and deployment training should take place during this period. The 2-month deployment preparation period focuses unit activities on area of responsibility (AOR) specific events required (if known) for the 3-month on-call/deployment eligibility period, which follows. The 3-month on-call/deployment is based on a steady state environment where all requirements are known and can be met with the forces allocated within the AEF pair. During surge operations, personnel can expect the 3-month commitment to be extended to meet mission requirements. Individuals and equipment allocated to other UTCs within the current AEF rotation must not participate in any activity that directly impacts their availability to deploy. See **Figure 1.1.**

Figure 1.1. 15-Month AEF Rotational Cycle.



NOTE: AEWs to be realigned to the ten AEFs in Cycle 4 (June 2003)

1.6. Missions . The command, operations, and ECS elements required to provide capabilities to the theater commanders are resident in each AEF. Those capabilities could include aircraft-oriented or non-aircraft-oriented responses.

1.7. Tasks. The ten AEFs are sized to ensure relatively equal capability for forward deployed forces, and the two on-call AEWs provide a crisis response (CR) capability to meet other time-critical objectives. In addition, those forces allocated to the tasked AEFs, but not immediately required for rotational deployments, are referred to as residual UTCs and remain in an on-call status to reinforce forward-deployed forces or to augment the on-call AEW.

1.8. Organization. The organization that serves as the Air Force component to a Joint operation is called an AETF and is commanded by the supported Commander, Air Force Forces (COMAFFOR). AEWs, Aerospace Expeditionary Groups (AEG), and Aerospace Expeditionary Squadrons (AES) are the wings, groups, and squadrons attached to an AETF or in-place Numbered Air Force (NAF) by MAJCOM G-series orders. The chain of command followed by these forces will be described in Chairman, Joint Chiefs of Staff (CJCS), orders and MAJCOM G-series orders. Organizational structures, command relationships, and the presentation of USAF forces are detailed in AFDD 2, *Organization and Employment*; AFI 38-101*, Air Force Organization*; and AFI 51-604, *Appointment to and Assumption of Command.*

1.9. Command and Control (C2) Concepts. Air Force C2 operates under two central themes: the principle of unity of command and the tenet of centralized control and decentralized execution. Deployed active duty AEF force packages are operationally and administratively assigned to theater command elements. Detailed C2 concepts are contained in AFDD 1, *Air Force Basic Doctrine*. Fundamental C2 organizational and functional requirements, as well as complete descriptions of the assessment, planning, and execution processes, are detailed in AFDD 2-series publications.

1.10. Operational Concepts. The objective is to meet theater combatant commander needs by providing tailored and responsive AETFs that create the required strategic, operational, or tactical effects. AETFs may be composed of a combination of air and space assets to perform one or more of the Air Force's Air and Space Power Core Competencies and functions. See AFDD 1-2, *Air Force Glossary*.

1.11. Preparation Concepts. The Aerospace Expeditionary Force Center (AEFC) will integrate MAJCOM planning and preparation efforts prior to deploying to support steady state operations. This involves the use of a centralized team that relays theater-specific employment and training requirements provided by the supported COMAFFOR. The AEFC assists units in preparing to meet those requirements using AEFC-sponsored planning conferences, web-based tools (AEF On-Line) and other appropriate means. Preparation strategy will include the sharing of lessons learned from previous deployments.

1.12. Deployment Concepts. AETFs may be composed of AEWs, AEGs, and/or AESs that may deploy to meet both steady state and crisis response requirements. Unit readiness, proper positioning of air mobility assets, time-phased force and deployment data (TPFDD) development, deployment requirements manning document (DRMD) development, and base support planning for reception, beddown, and employment are keys to the process. CJCS Warning/Planning/Alert/Prepare to Deploy/Deployment/Execute Orders provide the mission and authority to task and deploy forces to support theater operations. MAJCOM/USAF component/unit supporting plans, installation deployment plans (IDP), and base support plans (BSP) provide procedural deployment details. Although CJCS taskings will not always match what has been done during the deliberate planning process, this prior preparation will enhance time-critical execution of AETF operations.

1.13. Combat Support Concepts. Agile Combat Support (ACS) underpins the ability of the AEF to provide force capabilities that can rapidly respond by creating, sustaining, and protecting all aerospace power capabilities to accomplish mission objectives. ACS produces the combat support capabilities critical to decisive aerospace power. By focusing on the expeditionary capabilities of ACS, ECS concepts assure AEFs are supported and are able to operate with a small support footprint and streamlined infrastructure requirements. ***NOTE:*** ACS does not include intelligence, maintenance, munitions, medical, and communications. ECS is the tailored ACS capability deployed to expeditionary sites, which supports AEFs employed in global steady state or rotational operations. ECS functions include, but are not limited to, air traffic control and airfield management, chaplain, civil engineer (crash rescue, fire protection, explosive ordnance disposal (EOD), power production, and nuclear, biological, and chemical (NBC)), communications and information, contracting, financial management and comptroller, historian, intelligence, judge advocate, logistics plans, maintenance and munitions, manpower, medical, military equal opportunity, counterintelligence (AFOSI), personnel, postal services, protocol, public affairs, safety, security forces, services, supply and fuels, transportation, and weather.

1.14. Joint Operation Planning and Execution System (JOPES) Support Concepts. All TPFDDs are developed and reside in JOPES. JOPES facilitates the rapid building and maintenance of AEF, AEW, and on-call operational TPFDDs. AEF, AEW, and Enabler steady state or rotational requirements will be sourced from the AEF, AEW, and Enabler libraries respectively. The Air Force feeder system to JOPES is the Deliberate and Crisis Action Planning and Execution Segments (DCAPES).

1.15. Experimentation . The Air Force Experimentation Office (AFEO) plans and executes AEF experiments that address AEF doctrine, equipment, and other areas that will improve AEF force management and presentation objectives. The AEF Battlelab searches for innovative processes and technologies to improve AEF/AEW operations. Both organizations seek to improve USAF capabilities to provide lean and lethal forces to theater commanders worldwide. AEF and AEW team members can use lessons learned and direct suggestions to AFEO and the AEF Battlelab, in addition to the AEFC, to highlight potential innovations for AEF and AEW operations. Overall responsibility for the Air Force experimentation program resides in Deputy Chief of Staff, Warfighting Integration (HQ USAF/XI).

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. General. This chapter describes functional area responsibilities for the planning and execution of AEF operations.

2.2. Headquarters USAF.

2.2.1. Chief of Staff of the Air Force (CSAF). Responsible for providing assistance to the Secretary of the Air Force (SECAF) for organizing, training, and equipping aerospace forces to meet combatant commander requirements. CSAF is the final approval authority for the AEF alignment.

2.2.2. Deputy Chief of Staff, Air and Space Operations (HQ USAF/XO). Coordinates Air Force-wide efforts to develop capabilities and field AEF forces and the associated operational level C2 infrastructure and units. Coordinates with MAJCOMs and USAF component commands to ensure unity in the AEF implementation effort. Oversees AEF operational planning and concept development. Assists MAJCOMs with contingency and crisis action planning. Plans, programs, and budgets for operational exercises. Coordinates operational training events. Conducts analysis of operational concepts supporting AEF operations through the Air Force Studies and Analysis Agency. Responsible for overseeing reconstitution efforts that result from surge operations above steady state levels.

2.2.2.1. Directorate of Operational Plans and Joint Matters (HQ USAF/XOX). Assesses capability of AEF forces to support combatant commander planning initiatives and requests for support, and assesses capability of apportioned AEFs to accomplish assigned missions. Interfaces with AEFC on UTC efforts, AEF libraries, AEF sourcing issues and conferences, Air Staff functional area manager (FAM) interface, and AEF relationship to operation plan guidance. USAF focal point for developing and integrating worldwide AEF operational strategies, requirements, policies, guidance, and plans in support of the warfighter.

2.2.2.1.1. HQ USAF/XOXW. The War and Mobilization Plans Division develops general policies regarding all facets of the management of UTCs and the general guidelines for assigning available UTCs to the AEF construct. They are responsible for managing the AFWUS in the WMP System, but not for the actual updating of available UTCs.

2.2.3. Deputy Chief of Staff, Plans and Programs (HQ USAF/XP). Integrates planning and programming to actively support the AEF concept.

2.2.4. Deputy Chief of Staff, Personnel (HQ USAF/DP). Establishes policy and provides guidance for organizational structures, manpower impacts, and required manpower services to support AEF operations. Monitors competitive sourcing and privatization (CS&P) studies to ensure they do not impact the Air Force's ability to execute AEF operations and deployment requirements. Integrates personnel policies and strategic objectives in developing and coordinating plans and programs supporting the AEF concept. Establishes policies and procedures that fully support the AEF, commanders, and Air Force members and their families.

2.2.5. Deputy Chief of Staff, Installations and Logistics (HQ USAF/IL). Develops policy and provides guidance for all logistics plans, transportation, supply, maintenance, communications and information, civil engineer, munitions, and services support. HQ USAF lead for developing ACS capabilities, and appropriately sizing these capabilities as ECS, to support AEF operations.

2.2.6. Air Force Command and Control and Intelligence, Surveillance and Reconnaissance Center (AFC2ISRC). HQ USAF/XI, DCS Warfighting Integration, is designated the Air Force Executive Agent for Joint Expeditionary Force Experiments (JEFX). The AFC2ISRC, and its subordinate AFEO, acts as the Air Force lead for planning and conducting JEFXs and small-scale experiments such as Advanced Process Technology Experiments (APTX). To accomplish the tasks, the AFEO coordinates, synchronizes, and integrates experimentation events in JEFXs and APTXs.

2.2.7. Commander, Air Force Reserve Command (AFRC), HQ AFRC/CC, dual-hatted as HQ USAF/RE. Establishes policy and provides guidance for the participation of AFRC forces in AEF operations.

2.2.8. Director, National Guard Bureau (NGB/CF*)*. Establishes policy and provides guidance for the participation of ANG forces in AEF operations.

2.2.9. Air Staff FAMs. Air Staff FAMs, in coordination with MAJCOMs and the AEFC, are responsible for ensuring the capabilities represented by their UTCs are correctly balanced across the ten AEFs. Unless authorized, Air Staff FAMs will not make changes to the AFWUS or AEF libraries, but will coordinate with MAJCOMs and the AEFC to ensure the guidance provided in this AFI is correctly applied for the functional area. The Air Staff FAM acts as a central coordinator of the actions of their MAJCOM counterparts to ensure their applicable functional area UTCs are being properly allocated to the AEF construct. The Air Staff FAM is also responsible for updating FAM guidance at least once per AEF cycle, 12 months prior to the beginning of the new cycle to allow time for posturing guidance to impact the next AEF cycle. Additionally, the Air Staff FAM will coordinate requests for library realignment as described in paragraph **7.3.** See AFMAN 10-401 for additional Air Staff FAM responsibilities.

2.3. Air Force Components to Unified Commands. Establish and identify aerospace, manpower, and equipment requirements, using standard UTCs to be sourced from the on-call AEFs and AEW. Develop supporting plans with corresponding TPFDD and DRMD line-level detail as required to meet theater and supporting combatant commander mission requirements. The component will provide requirements to the AEFC for sourcing by the Combat Air Forces (CAF) Scheduling Integrated Process Team (SIPT), Mobility Air Forces (MAF), and ECS Integrated Process Team (ECS IPT). Advocate diplomatic relations for host nation support (HNS) with foreign governments to ensure base accessibility, overflight, and landing rights. Coordinate planning activities and combatant commander requirements with the AEFC. Assist lead units in establishing HNS for required items. Identify in-theater prepositioned and host nation materiel available to supporting MAJCOMs to allow them to prepare required deployment packages. See AFI 10-404, *Base Support Planning*. Coordinate with combatant commander staffs to identify employment locations. Develop BSPs for approved employment locations. Plan and coordinate communications and information support. Coordinate theater-specific Intelligence Preparation of the Battlespace (IPB) for deploying forces and incorporate deploying forces into theater intelligence, surveillance, and reconnaissance (ISR) dissemination architecture. Provide access to theater targeting lists and coordinate availability of theater targeting products, to include target system analysis, target materials, and tailored targeting products. Establish echelon-above-AETF C2 nodes and responsibilities. Identify to the CAF SIPT, ECS IPT, AEFC, and MAJCOM when AEF forces should be used to fill specific requirements and locations within the theater. Work with the AEFC to establish guidance for the rotation of forces for steady state and crisis operations.

2.4. Air Force Major Commands (MAJCOM). In coordination with USAF component commands, develop concepts of operation (CONOP) and supporting plans (as required) to support AEF operations.

Monitor personnel, training, equipment, and supply status throughout surge operations, advising the Air Staff of critical impacts to on-call operations, the AEF and AEW schedule, and OPLAN execution. Develop UTCs for systematic planning of force packages. Coordinate and synchronize planning activities with the AEFC, other supporting commands, and US intergovernmental agencies. Provide final approval authority for all taskings and, through established mechanisms, task their respective units to support AEF requirements. Publish G-series orders to activate and inactivate expeditionary units IAW AFI 38-101. Maintain the Air Force-Wide UTC Availability System (AFWUS) within the War and Mobilization Planning (WMP) System. Work with the AEFC and USAF component commands to identify availability of prepositioned materiel to support theater operations. Update AEF libraries as needed once AEFC has unlocked the TPFDDs for maintenance. Provide guidance for personnel and equipment recovery, to include leave policy, prioritization of equipment purchase or replacement, and unit readiness reporting procedures. See AFI 10-244, *Reporting of Status of Aerospace Expeditionary Forces*. Assimilate unit reconstitution requirements and coordinate inputs through HQ USAF/XO, HQ USAF/XP, and the AEFC. All functional areas must consider CS&P studies and reengineering efforts to ensure they do not conflict with AEF requirements. All MAJCOM AFWUS and TPFDD library managers, in coordination with Air Staff FAMs and the AEFC, are responsible for ensuring the AFWUS and the AEF libraries are kept current for ECS (non-3-series) UTCs. MAJCOM warplanners, in coordination with the AEFC, will act as the central focal point in each MAJCOM for updating the AFWUS and the AEF libraries. In addition, MAJCOM FAMs must maintain close coordination with their Air Staff FAM and the AEFC to ensure the application of UTCs to the AEF construct is consistent with the actions of other similar FAMs in other commands. They are also responsible for executing and supplementing Air Staff FAM posturing and sequencing guidance. See AFMAN 10-401 for additional MAJCOM FAM responsibilities.

2.4. (AFMC) AFMC/XP-AO is the Command's single point of contact for deliberate and crisis action deployment planning.

2.4.1. CAF SIPT. Multi-MAJCOM team of colonels or civilian equivalents representing the CAF, which coordinates MAJCOM aviation unit scheduling responsibilities by producing the Consolidated Planning Order (CPO) to meet operational commitments and training requirements. ACC/DOO is the designated executive agent for the CAF SIPT and serves as the central point for supporting and managing the CPO database. The SIPT achieves its objectives through quarterly participation from ACC, USAFE, PACAF, AFSOC, AFRC, and the ANG and operates under the constraints of existing memorandums of agreement. Following MAJCOM commander (MAJCOM/CC) and ANG approval, ACC forwards the CPO to United States Joint Forces Command (USJFCOM) for coordination with affected combatant commander. Following combatant commander approval, USJFCOM forwards the CPO to CJCS for information. The CAF SIPT interfaces with the AEFC through the Aviation Executive Review Process.

2.4.2. Aerospace Expeditionary Force Battlelab (AEFB). The AEFB focuses on the mission of rapidly identifying and proving the worth of innovative and revolutionary operations and logistics concepts. The resulting Battlelab efforts provide the Air Force opportunities to reach investment decisions more quickly and to organize, train, equip, and program more effectively. The mission of the AEFB is to advance Air Force core competencies by identifying and rapidly delivering innovative AEF operational and logistical concepts to provide theater combatant commander real-time global engagement capabilities.

2.4.3. Air Mobility Command (AMC). Fills validated transportation and air-refueling requirements as passed on by United States Transportation Command (USTRANSCOM) to support AEF operations. Designates assets for two LMW initial response teams for GMTF short-notice taskings.

2.4.3.1. Lead Mobility Wings (LMW). Provide initial response team elements to trained leadership and assessment teams for GMTF short-notice taskings. Maintain coordination and direct liaison authorized (DIRLAUTH) with the AEFC and AEF-assigned units to accomplish required planning and preparation tasks.

2.4.3.2. AMC/DOO. Prepares schedule for MAF aviation units for steady state rotations. Coordinates with AEFC AMC liaison and other MAJCOMs as necessary to meet steady state mobility requirements.

2.4.3.3. AMC Tanker Airlift Control Center (TACC). AMC office of primary responsibility for air mobility actions related to support and execution of AEF deployments. Schedules, coordinates, commands, and controls air mobility forces in response to USTRANSCOM-validated movement requirements. Conducts air mobility crisis action planning and execution in response to unexpected contingencies. AEFC TPFDD Support Branch is AMC's primary point of contact from the AEFC for execution of deployment and redeployment operations.

2.4.4. Air Reserve Component (ARC) Support. AFRC and ANG will provide aviation and ECS forces to supported combatant commander requirements as determined by the CAF SIPT and the ECS IPT.

2.4.4.1. Volunteer Status. In support of these requirements, a member volunteering to serve a minimum of 15 days in theater is ordered to active duty IAW Title 10, Section 12301, paragraph (d), which requires the consent of the member and, in the case of ANG members, the Governor, with coordination through the member's unit of assignment. It also requires such tours be extended only with the consent of the member, the member's home unit, and AFRC or ANG. Reference AFH 10-416, *Personnel Readiness and Mobilization*.

2.4.4.2. Involuntary Status. AFRC and ANG members may be involuntarily ordered to active duty for longer periods of time pursuant to Presidential Reserve Call-Up, Partial Mobilization, Full Mobilization, and Total Mobilization authorities, but will mirror the rotation policy for active duty forces.

2.4.5. CAF NAFs (see paragraph **2.3.** when applicable). When designated, provide supported COMAFFOR and staff IAW AFDD 2. The COMAFFOR is the single Air Force point of contact for the Joint Forces Commander (JFC). When tasked, the NAFs conduct force deployment and employment planning to include aerospace operations plans, force beddown and support plans, and C2 architecture. Employ AEF tasked units as part of an AETF through integrated aerospace operations to meet theater combatant commander mission requirements.

2.4.6. (Added-AFMC) Air Force Materiel Command. AFMC/XP-AO, through the AEF Cell, is responsible for the following AEF planning responsibilities and tasks. AFMC/XP-AO will establish and man the AFMC EAF Cell.

2.4.6.1. (Added-AFMC) Keeps AFMC senior leadership, functional area directorates and their respective FAMs informed of AEF issues.

2.4.6.2. (Added-AFMC) Serves as the Command's single point of contact for AEF matters.

2.4.6.3. (Added-AFMC) The AFMC OPR for command force planning and Functional Area Manager (FAM) management is the AFMC Operations Office (AFMC/XP-AO). The AFMC/XP-AO will nominate AFMC ECS/IPT representatives for AFMC/CC appointment. An XP-AO force planner will support and accompany the AFMC ECS/IPT member to AEF planning and sourcing conferences. AFMC FAMs will accomplish force management responsibilities identified in AFMAN 10-401 and the applicable AFMC instructions. AFMC FAMs have DIRLAUTH for AEF ECS issue management, however, they will coordinate all actions with AFMC/XP-AO.

2.4.6.4. (Added-AFMC) AFMC/XP-AO is the command point of contact for the ECS Scheduling Integration Team (ESIT). AFMCLXP-AO will accept questions, concerns, shortfalls and disconnects from the ESIT and staff them out to the applicable AFMC MAJCOM FAM responsible for the AFSC/tasking in question. AFMC UTC fictional managers have DIRLAUTH for analysis and resolution of command UTC shortfalls and disconnects; however, formal notification of AFMC resolutions will be forwarded through XP-AO to the ESIT. XP-AO is the Command's single point of contact for ESIT UTC structure guidance for AFMC ULNS. The AFMC Manpower/Personnel Readiness Center (MPRC) is the Command's single point of contact for the flow of AEF, AEW and enabler package deployed requirements manning documents (DRMDs). As the command force planner, XP-AO will ensure the ESIT receives AFMC AEF planning data in time to support DRMD flows 120 days prior to dates required in place (DRIs) whenever possible. Short notice taskings will be managed as quickly as possible to ensure discrepancy free deployments to meet DRLs.

2.4.6.5. (Added-AFMC) Issues execution guidance to appropriate centers/wings/units upon plan implementation. AFMC/MPRC forwards reporting instructions and issues guidance to Personnel Readiness Functions (PRFS).

2.4.6.6. (Added-AFMC) Staffs and coordinates all plans and supporting guidance as appropriate.

2.4.6.7. (Added-AFMC) Develops functional management guidance necessary to implement AEF.

2.4.6.8. (Added-AFMC) Reviews and understands AEF documents and procedures, and recommends changes to functional counterparts, supporting and supported MAJCOMS, and Air Force level functions.

2.4.6.9. (Added-AFMC) Establishes a tracking system accountable for monitoring unit deployment by centers/wings/units. AEF Cell will monitor UTC and equipment status and will coordinate with AFMCIMPRC on personnel status.

2.4.6.10. (Added-AFMC) Establishes and maintains an official e-mail address for all AEF message traffic. Unclassified e-mail correspondence will be directed to **mailto:HQAFMC.BS.DIR@WPAFB**. AF.mil. Classified e-mail correspondence will be directed to **mailto:f19xbsd@AFMC**.WrightPatterson. AF.smil.mil.

2.4.6.11. (Added-AFMC) Maintains oversight of deploying AEF UTC structure and validates accuracy.

2.4.6.12. (Added-AFMC) Coordinates AEF reclamas/shortfalls within the command and to the ECS-IPT.

2.4.6.13. (Added-AFMC) Coordinates and staffs resolution of tasking problems identified by centers/wings/units during TPFDD execution.

2.4.6.14. (Added-AFMC) Works transportation issues not resolved through normal base level deployment processes. The Installation Deployment Officer (IDO) will make every attempt to resolve transportation issues through the local Transportation Management Office (TMO) before elevating issues to XP-AO for resolution.

2.4.6.15. (Added-AFMC) Monitors SORTS in relationship to AEF requirements.

2.4.6.16. (Added-AFMC) Attends all USAF, MAJCOM, CINC, etc., conferences, meetings, and workshops, etc., as required and/or requested.

2.4.6.17. (Added-AFMC) Tasked centers/wings/units will be sourced during sourcing conferences. Sourcing will be directed by the AEF Cell and executed by centers/wings/units.

2.4.6.18. (Added-AFMC) The AFMC EAF Cell will coordinate with HQ FAMs on taskings and transmit requirements to AFMC center, base and unit IDOS.

2.4.6.19. (Added-AFMC) AFMC will not hold deployable forces in reserve to support "on-call" status without HQ AFMC approval.

2.4.6.20. (Added-AFMC) AFMC will rainbow personnel and equipment.

2.4.6.21. (Added-AFMC) ECS supporting wings/units will be selected not later than 6 months prior to deployment, whenever possible.

2.4.6.22. (Added-AFMC) Assists FAMs to deconflict A-76/reengineering efforts with AEF requirements.

2.4.6.23. (Added-AFMC) Ensures DOC statement coordination and revision, if required, to monitor readiness of "DW' resources supporting AEF structure. Notifies HQ AFMC/DOOC, AFMC/XPM and affected MAJ-COM FAM when SORTS DOC Statement revisions are required.

2.4.6.24. (Added-AFMC) Assists, in coordination with AFMC/MPRC, in monitoring, maintaining, and evaluating AFMC AEF TPFDDs and DRMDs that interface with JOPES, DCAPES, AF and AFMC WMP, and AF AEF TPFDD Libraries.

2.4.6.25. (Added-AFMC) Participates in review and alignment of AEF deployment directives, to include USAF, other MAJCOMS, and AFMC directives. Ensures AFMC directives incorporate AEF concepts.

2.4.6.26. (Added-AFMC) Analyzes current deployment and sustainment plans to assess AEF feasibility and capability.

2.4.6.27. (Added-AFMC) Works with AFMC Logistics Plans process owners to review wing logistics plans manning requirements ensuring current structure supports execution of the full range of AEF operations.

2.4.6.28. (Added-AFMC) Reviews, analyzes, and interprets AEF planning guidance and provides applicable guidance to AFMC centers/wings/units.

2.4.6.29. (Added-AFMC) Once command forces have been apportioned to AEF requirements (HQ FAMs will do all sourcing verification of AEF ECS requirements); all functional information and questions regarding the handling of requirements will be communicated directly between XP-AO and center/wing/unit XPs, with info copies to the wing CC and center CC/XP.

2.4.6.30. (Added-AFMC) Works with MPRC to coordinate the deployment of AFMC civilians and contractors with DPC.

2.5. Aerospace Expeditionary Force Center (AEFC). The AEFC is a cross-functional, centralized management team responsible for planning, configuring, schedule integration, and preparing AEFs, as well as assessing AEF capabilities to enable the advancement of the AEF culture. Responsibilities specifically include AEF force package preparation for steady state rotations and on-call AEW or LMW operational requirements. The AEFC integrates trained aerospace forces to meet theater combatant commander requirements. The AEFC provides continuity through facilitating AEF, AEW, and LMW management and administrative tasks, to include nominating ECS forces for USAF component requirements using MAJCOM approved schedules, developing unit preparation and training templates, guiding various aspects of planning, facilitating TPFDD refinement and DRMD preparation, managing the AEF libraries in JOPES, and monitoring readiness. The AEFC provides ECS planning and scheduling oversight during crisis action planning, escalation to surge or full-scale operations, and the return to steady state operational levels IAW **Chapter 6**. This includes responsibility for augmenting the Air Force Operations Group (AFOG) during crisis and HQ USAF/XO during force reconstitution planning. Identifies reconstitution requirements when ECS force commitment exceeds sustainment levels. Coordinates with MAJCOMs to identify units in surge operations and those that require reconstitution. Monitors personnel, training, equipment, and supply status throughout surge operations, advising Air Staff of critical impacts to on-call operations, the AEF and AEW schedule, and OPLAN execution. Sponsors initial and subsequent planning conferences, as required, prior to the AEF's preparation period. Suggested participants include planners from unit's support, operations, maintenance, and medical groups. Similar planning conferences will be conducted for AEWs and LMWs as determined by AEFC. Monitors, in conjunction with HQ USAF/XP, HQ USAF/XO, and HQ USAF/IL, CS&P studies and reengineering efforts to ensure they do not impact the Air Force's ability to execute AEF operations and deployment requirements. Reports administratively to COMACC. See **Chapter 3**. The AEFC is responsible for the overall management of the TPFDD library. This includes acting as the focal point with the Joint Operations Support Center (JOSC) to ensure the TPFDDs are networked, and acting as the point of contact to resolve all non-policy-related problems associated with the AEF library. The MAJCOM ECS IPT will review all ECS UTC changes to the AEF libraries to ensure consistent application by MAJCOMs of the AEF policy. See paragraph **7.20.** for management procedures. The AEFC will also inform HQ USAF/XO through the AFOG CAT when surge operations are required. The AEFC will also contact the Air Staff FAM with recommendations on adjustments to UTC posturing and sequencing guidance as required.

2.5.1. ECS IPT. Multi-MAJCOM, cross-functional team of colonels or civilian equivalents, appointed by their respective MAJCOM Commander or Vice Commander to represent the MAJCOM Commander and functional ECS UTC resource managers concerning ECS scheduling and sourcing related issues. The AEFC is designated the executive and administrative agent for the ECS IPT. The ECS IPT will develop the AEF ECS UTC alignment schedule and approve the AEFC nomination of ECS forces. The ECS IPT must approve deviations or changes to the ECS UTC alignment schedule. Components will identify changes in requirements IAW paragraph **5.5.3.**, update the TPFDD, and notify the AEFC, who will notify the ECS IPT. ECS IPT membership consists of representatives from ACC, AMC, AETC, AFMC, AFRC, AFSPC, ANG, PACAF, AFSOC, and USAFE. The ECS IPT Chairman represents the interests of FOAs and other agencies capable of providing forces and not represented on the ECS IPT as nonvoting members.

2.5.2. AEF Steering Group. Multi-MAJCOM, cross-functional team of colonels or civilian equivalents appointed by each MAJCOM and the ANG (includes members of the Air Staff, ECS IPT, AEFC, AMC/DOO, and CAF SIPT). This forum provides semiannual accessibility to the functional representatives of the AEF to discuss issues and mitigate concerns that have arisen since the previous meeting. The Office of Air and Space Expeditionary Matters (CC-AEF), or its successor organization, chairs the organization as the various MAJCOMs rotate host responsibilities for the meetings. This office can call more frequent meetings whenever necessary. Under this chair, the organization reviews, clarifies, and publishes AEF policy and guidance, and, as required, forwards issues developed by the AEF Steering Group to the CV-AEF Forum.

2.5.3. MAJCOMs. All MAJCOM AFWUS and TPFDD library managers, in coordination with Air Staff FAMs and the AEFC, are responsible for ensuring the AFWUS and the AEF libraries are kept current for ECS (non-3-series) UTCs. MAJCOM warplanners, in coordination with the AEFC, will act as the central focal point in each MAJCOM for updating the AFWUS and the AEF libraries. In addition, MAJCOM FAMs must maintain close coordination with their Air Staff FAM and the AEFC to ensure the application of UTCs to the AEF construct is consistent with the actions of other similar FAMs in other commands. They are also responsible for executing and supplementing Air Staff FAM posturing and sequencing guidance. See AFMAN 10-401 for additional MAJCOM FAM responsibilities.

2.6. Lead Wings. AEF lead wings may be designated to provide AEW, AEG, or AES contingency leadership at the tactical (unit) level, in addition to providing operational and support elements to meet supported combatant commander and AFFOR requirements. Lead wings can expect to provide the preponderance of ECS forces during their deployment eligibility window. Lead wings have DIRLAUTH with COMAFFOR, associated units, and the TACC. However, each unit will keep the AEFC and MAJCOM leadership informed. While in garrison, units allocated to an AEF maintain established home station command relationships. They will report their wing's combat capability using Status of Resources and Training System (SORTS), RCS: HAF-XOW(AR)0113, and the AEF UTC Reporting Tool (ART), as appropriate. They will also ensure coordination and DIRLAUTH with AEFC and AEF-allocated units to accomplish required planning and preparation. Lead wing commanders are not responsible for training, SORTS reporting, or certifying other units allocated to the AEF. SORTS reports are designated emergency status code C2. Continue reporting during emergency conditions, normal precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates.

2.7. Wing and Base-Level Agencies. Maintain force readiness. Deploy whole teams with the expectation that home station will be impacted during AEF deployments. Accomplish assigned planning and preparation actions to include AOR-specific training events. Develop concepts of operation (CONOPS) and supporting plans as required to support AEF operations. Advise wing commander of base-level activities that may interfere with training, deployment, or recovery of AEF resources.

2.7.1. Wing Commander. Provides guidance to groups and squadrons as to operational imperatives and outlines functions that may reduce operations during AEF deployments. Responsible for assigning personnel to UTCs. Responsible for training within the wing. Certifies wing's combat capability through SORTS and ART. Advises MAJCOMs of activities specified by wing or base-level agencies that might restrict or delay AEF operations from either home or deployed locations. Recommends alternative plans as required. Compiles lessons learned and forwards to AEFC.

2.7.2. Squadron Commander. Ensures assigned personnel meet mission training requirements and plan for deployment in accordance with AFI 10-403, *Deployment Planning and Execution.* Responsible for rotational cycle equity at the unit level. Advises wing commander of resource changes that may impact unit capabilities. Responsible for associating, tracking, and managing personnel aligned against a specific AEF or AEW using the Air Force Personnel Center (AFPC) Personnel Data System (PDS). Unit commanders will implement and ensure compliance with the following guidance.

2.7.2.1. Commanders with UTCs in the AEF and AEW TPFDD library in JOPES will associate all unit members filling deployment positions (AEF- or AEW-eligible deployers) against a specific AEF or AEW. This does not include Enabler libraries.

2.7.2.2. Once associated with an AEF or AEW, individuals will remain in the same AEF or AEW for the duration of their assignment to the unit. Waiver authority for this requirement is the MAJCOM vice commander (MAJCOM/CV) or equivalent. PDS management products will be provided to notify individuals and unit commanders of AEF and AEW association and deployment window.

2.7.2.3. All UTC and approved IA requirements will be primarily sourced from associated UTCs. If the IA requirement cannot be met with resources in an associated UTC, attempt to source from a residual or tailored UTC within the on-call paired AEF. Only as a last resort should a standard UTC be fragged to source an IA requirement.

2.7.2.4. If unable to fill AEF requirements, AEF shortfall/reclama rule sets apply. See paragraph **5.10.**

2.7.2.5. Unit commanders must continue to update PDS to capture newly allocated and departing AEF and AEW personnel. AEF and AEW temporary duty (TDY) history should be considered when assigning new personnel to an AEF. The person's TDY history can be found in the Tempo Management and Tracking System (TMTS) on the AFPC web page. MAJCOM/CV or equivalent must approve deployment of newly allocated individuals with less than the 15-month-cycle stability against a steady state requirement.

Chapter 3

AEROSPACE EXPEDITIONARY FORCE CENTER (AEFC)

3.1. General. The AEFC is the USAF's focal point for facilitating AEF operations. The AEFC plans, configures, integrates schedules, provides continuity, and assesses AEFs to ensure readiness to meet the full spectrum of aerospace operations.

3.1.1. Plan. The AEFC coordinates on the review and rewrite of existing USAF publications to ensure they contain appropriate expeditionary guidance.

3.1.2. Configure. The AEFC assists MAJCOMs and the Air Staff in configuring the AEF to meet AFCC capabilities-based requirements. The AEFC also identifies disconnects between resources and requirements.

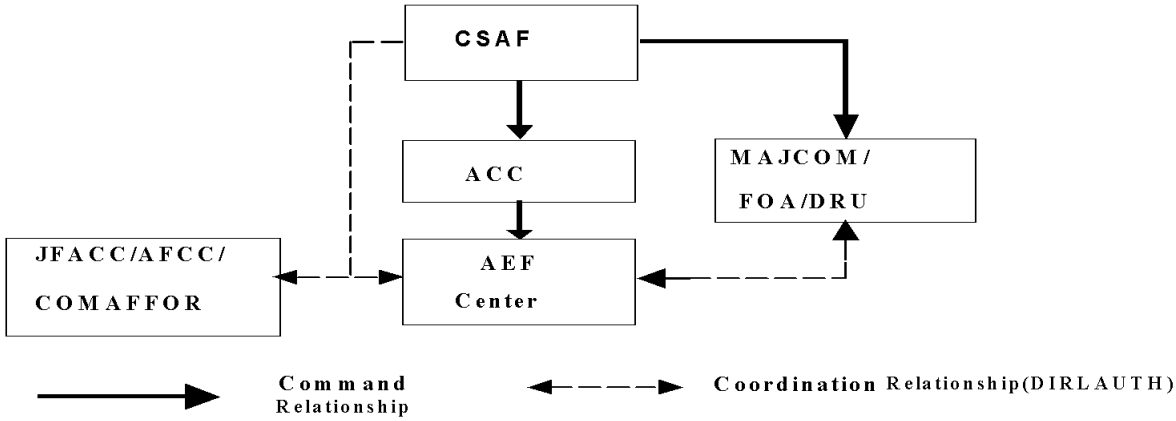
3.1.3. Schedule Integration. The AEFC integrates and synchronizes MAJCOM aviation and ECS sourcing decisions to produce an AEF schedule tailored to meet specific combatant commander requirements. For each cycle and rotation, the AEFC delivers the schedule and makes it visible to the entire Air Force at **http://aefcenter.acc.af.mil**, so all deploying personnel will have adequate time to prepare. The AEFC also recommends information technology efforts, both Air Force and Joint, to develop Joint-compatible TPFDD and scheduling database solutions.

3.1.4. Provide Continuity. The AEFC guides and monitors the preparation efforts of all deploying forces. The AEFC provides continuity through critical AEF prepare-to-deploy, deployment, and redeployment phases of the 15-month cycle. The AEFC pushes relevant and timely deployment preparation information to the field and provides a comprehensive database of AEF-focused training materials through AEF On-Line and periodic planning conferences.

3.1.5. Assess. The AEFC is responsible for collecting and reporting AEF-related data and metrics. ART, in association with Status of Resources and Training System (SORTS), provides the medium to assess the readiness of our forces. The AEFC manages a comprehensive lessons learned program to deliver essential information down to the airman level in time to prevent repeat mistakes, in addition to providing commanders and decision makers timely, accurate, and meaningful feedback so they can continually improve the AEF process.

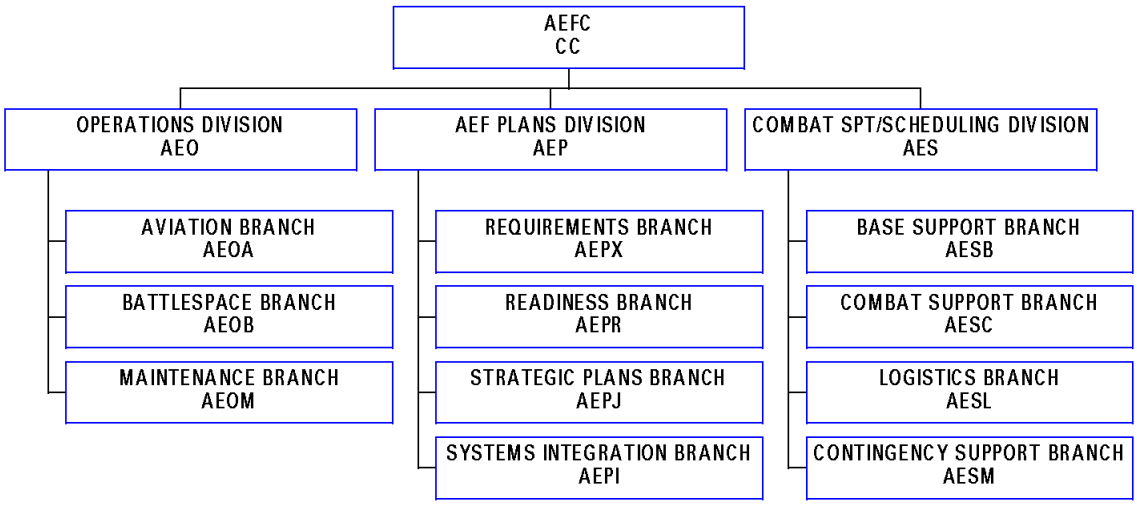
3.2. Authority. The AEFC is the CSAF-designated coordinating agency for all AEF matters. Accordingly, the AEFC is authorized to coordinate planning efforts across all MAJCOMs, Joint Force Air Component Commander (JFACC), Air Force Component Commander (AFCC), and COMAFFOR deployed units, and AEF/AEW/LMW scheduled units to provide readiness oversight and to integrate required steady state/rotational planning and sourcing processes. Although the AEFC has no chain of command authority with AEF units (see **Figure 3.1.**), they are responsible for recommending courses of action to the Air Force leadership to facilitate expeditionary operations. These include nominating ECS forces and UTCs consistent with CAF SIPT/TACC aviation sourcing considerations during crisis planning IAW **Chapter 6**.

Figure 3.1. AEFC Command Relationships.



3.3. Organization. The AEFC is organized by division to advise AEFs on all aspects of planning, configuring, scheduling, and deployment preparation. Specific tasks include facilitating, monitoring, and coordinating operations, deployment and redeployment, training materials, C2, crisis planning, reconstitution, airlift, combat support, and all aspects of scheduling and sourcing. The divisions are composed of active duty, AFRC, and ANG theater and functional experts. See **Figure 3.2.**

Figure 3.2. AEFC Organization.



3.4. Functional Considerations . All functional areas, operational and ECS, must be considered in plan development. Expanded guidance for functional areas can be found in operation plans, supporting plans, and AFMAN 10-401. Air components and MAJCOMs should produce a support CONOPS for contin-

gency operations, identifying the overall weapon system support concept required for each weapon system. The CONOPS should be distributed to the supporting commands.

3.5. Processes and Functions.

3.5.1. Planning and Policy. The AEFC recommends AEF publications, guidance, and rule sets to HQ USAF. Coordinates with HQ USAF to ensure Air Force planning policy meets warfighting combatant commander requirements. Consolidates and streamlines operational planning actions. Coordinates and integrates information provided by the supported theater COMAFFOR, sourcing and scheduling IPTs (CAF, AMC/DOO, and ECS), and supporting MAJCOMs. Serves as the focal point for AEF planning documentation, integration, and steady state TPFDD refinement.

3.5.1.1. Publications. In coordination with HQ USAF/XO, reviews existing USAF publications to ensure incorporation of AEF concepts, precepts, and policies. Coordinates and reviews all AEF-related CONOPS.

3.5.1.2. Guidance. In coordination with the AFCC, HQ USAF/XO, and MAJCOMs, provides ECS and aviation scheduling guidance to assist in the simultaneous delivery of ECS and aviation requirements to wings. Recommends guidance to wing and base commanders on acceptable levels of base support reduction and Individual Mobilization Augmentee (IMA) backfill guidance during AEF lead wing deployment vulnerability periods. Recommends AEF-focused Inspector General inspection criteria guidance to MAJCOMs.

3.5.1.3. Rule Sets. Recommends to HQ USAF/XO steady state sourcing prioritization rule sets to meet the full spectrum of conflict. Recommends rule sets for AEF library sourcing, shortfalls, reclamas, volunteering, requirements, and requirement changes for both ECS and aviation upon coordination with affected MAJCOMs and components. Recommends Air Force-wide rule sets for building modular/scalable UTCs to HQ USAF/XOXW. Recommends rule sets for MAJCOMs that assign UTCs to the AEF libraries and for accessing those UTCs to meet combatant commander requirements.

3.5.1.4. Operational Planning. Serves as an integral member of the USAF operational planning community. Monitors TPFDD and DRMD development and nominates sourcing to preserve the integrity of the AEF.

3.5.1.4.1. Rotation and Redeployment Planning. Assists USAF component and Joint Task Force (JTF) or AETF in preparing redeployment plans. Coordinates rotation of personnel and equipment throughout established transition period with affected COMAFFOR.

3.5.1.4.2. Reconstitution Planning. Coordinates with MAJCOMs on reconstitution planning. Assists in developing recommendations for mitigating risk during reconstitution periods. Coordinates with MAJCOMs to provide accurate reconstitution cost data to HQ USAF/XP for programming initiatives required to return all units to presurge levels.

3.5.1.4.2. (AFMC) Reconstitution Planning, AFMC/XP-AO is the Command's point of contact for reconstitution planning and risk mitigation analysis during the reconstitution period. XP-AO is responsible for developing and implementing command reconstitution guidance including guidance for the collection and reporting of reconstitution costs.

3.5.2. Configuring. Assists MAJCOMs, AFCCs, and the Air Staff in configuring the AEF to meet capabilities-based requirements from engagement operations through the transition to win decisively.

3.5.2.1. Capabilities-Based Requirements. Assists FAMs in defining right-sized UTC mission capabilities. Provides AFCC with tools to state capabilities-based requirements. Facilitates FAM efforts to align UTCs across the AEF libraries so they represent equivalent capabilities. Assists MAJCOMs and the ANG in posturing the deployable force. Identifies resource and requirement inequities.

3.5.2.2. JOPES Support and TPFDD Management. Provides support to AEF, AEW, and LMW forces during the development of steady state and crisis TPFDDs. Coordinates with the Air Staff, AFCC, and force providers following initial requirement development and assists in data entry into steady state TPFDDs. Provides technical and administrative support to all MAJCOMs for ULN fragmentation (fragging) and tailoring guidance. Performs error analysis to ensure all elements of the TPFDD are properly annotated and reports deficiencies to required organization (AFCC, force providers, etc.). Reviews TPFDD Letters of Instruction (LOI) to ensure standardization across the planning spectrum as it relates to AEFs. Manages the AEF libraries by controlling access to the AEF libraries in JOPES and providing write capabilities to MAJCOM Manpower and Equipment Force Packaging (MEFPAK) managers' libraries. Provides JOPES support to MAJCOMs and AFCCs as required to keep the AEF libraries accurate.

3.5.3. Scheduling. Provides oversight of all AEF and AEW aviation and ECS Executive Review sourcing and scheduling processes. The AEFC will post and maintain MAJCOM approved steady state sourcing schedules on secure web sites. The AEFC, in coordination with the MAJCOMs and AFCCs, will also maintain and manage steady state TPFDDs.

3.5.3.1. ECS Scheduling. AEFC will integrate all ECS UTC scheduling decisions made by the ECS IPT into a central ECS schedule, with web-based access. For steady state rotational operations, the AEFC will replicate AFCC-provided TPFDDs across the 15-month cycle, maintaining accountability of tasked requirements. Responsible for the daily management and sourcing for all requirements (colonel and below). In coordination with MAJCOMs and AFCC staffs, completes sourcing and maintains requirement and sourcing accuracy throughout the cycle. Such actions include:

3.5.3.1. (AFMC) AFMC/XP-AO directly supports the command ECS Representative for coordination of ULN sourcing and scheduling decisions with command FAMs. AFMC FAMs have DIRLAUTH for ULN sourcing and scheduling decision research and analysis. All MAJCOM AEF force planning resolutions will be forwarded through AFMC/XP-AO to the command ECS Representative for input to the ECS executive review process.

3.5.3.1.1. Coordinating DRMD changes, additions, deletions, and new requirements between components and sourcing agencies.

3.5.3.1.2. Centrally transmitting DRMD line-level detail for all AFCC TPFDDs.

3.5.3.1.3. Recording scheduling decisions made by ECS IPT members and MAJCOM staffs regarding UTC shortfalls and disconnects.

3.5.3.2. CAF Aviation Scheduling. The CAF SIPT is responsible for developing, coordinating, publishing, and maintaining the CPO, which provides the aviation schedule for the 15-month AEF cycle. In addition, the CAF SIPT drafts planning and deployment orders for all tasked CAF aviation units which are subsequently published by the ACC crisis action team (CAT). The AFCC identifies appropriate UTCs in the AEF libraries and provides Air Force units a manpower cap for

each location. AEFC/AES coordinates TPFDD development and UTC alignment in the AEF and AEW with Air Staff and MAJCOM FAMs.

3.5.3.2. (AFMC) AFMC/XP-AO coordinates on all taskings for command aviation test aircraft and test articles and supporting personnel and equipment through AFMC/DO. XP-AO participates in AFMC aviation tasking reclama review and analysis and AFMC/DO provides approval and disapproval authority for command aviation taskings.

3.5.3.3. MAF Aviation Scheduling. MAF aviation requirements are built by the supported command with AMC guidance. AEFC builds rotations as requested by AMC. AEFC receives file from AMC and nominates sourcing to Deployment Requirements Document (DRD) line-level detail. AEFC then builds rotations for tasked AFRC and ANG units and flows applicable UTCs and ULNs from the TPFDD library so units can build DRMDs.

3.5.4. Preparing. Provides training templates of common AEF/AEW, AEF/AEW-critical/essential, and theater-specific training requirements through AEF On-Line. Works with scheduling IPTs to assess major exercise opportunities that may maximize the integration of AEF and AEW unit training. Provides inputs to maximize training methods for AEF- and AEW-specific missions and composite teams (e.g., distributed mission training for combat operations mission). Works with AETC to provide inputs to professional military education and formal training curricula by recommending AEF-specific training requirements and reviewing published materials. Coordinates new training requirements with requesting agencies and AETC. Provides input to the Air Force training plan, focusing on AEF operations and deployments. Initiates significant guidance/information updates to senior Air Force leadership.

3.5.4.1. AEF Planning Conferences. AEFC sponsors planning conferences for steady state rotations prior to the AEF preparation period. Facilitates discussion on organizational and C2 relationships, theater operations, limitations, and in-place capabilities. Provides theater-specific expertise in operations and support planning. In coordination with HQ USAF/XO, issues planning guidance which requests MAJCOMs take specific actions to prepare units for steady state rotations.

3.5.4.1. (AFMC) AFMC/XP-AO directly supports the AFMC ECS representative by providing command planning information to AEF conferences and is the Command's single point of dissemination for notifying units to prepare for steady state rotations.

3.5.4.2. AEW Planning Conferences. Sponsors predeployment planning conferences for on-call AEW forces as required. Provides guidance on known combatant commander requirements or possible taskings. Coordinates participation of on-call AEWs, untasked but available AEF forces, LD/HD representatives, and LMWs.

3.5.4.2. (AFMC) AFMC/XP-AO directly supports the AFMC ECS representative by providing command planning information and coordinates participation of the Command's on-call forces, untasked but available AEF forces, and LD/HD assets.

3.5.5. Assessing. Creates and stores cycle-to-cycle historical data on AEF operations. Continually analyzes and assesses planning data for translation into Air Force and Joint C2 systems. Disseminates lessons learned to improve the full spectrum of AEF operations. Maintains ART. Recommends tools, criteria, and processes to help commanders assess and verify aerospace forces and equipment as mission ready. Identifies meaningful metrics and provides ongoing analysis of AEF library and deployment databases to support scheduling process improvements.

3.5.5.1. Readiness Monitoring. Monitors AEF and AEW readiness through ART and assesses potential UTC problem areas for overall AEF and AEW impact. Assists in asset reprioritization based on reported UTC readiness level. Monitors AEF and AEW shortfalls and deficiencies and ensures visibility by MAJCOMs and Air Staff FAMs. Unit commanders retain responsibility for certifying unit readiness status.

3.5.5.2. Lessons Learned. Actively collects lessons learned from expeditionary aerospace operations. Maintains a lessons learned library from previous deployments and preparation activities to guide future planning and improve processes. Develops classified and unclassified web-based lessons learned database with simplified data input and retrieval mechanisms for unit-level access throughout the AEF and AEW life cycle. Pushes critical lessons learned to units deploying and preparing to deploy. See **Chapter 4**.

3.5.6. Monitoring.

3.5.6.1. Site Visits. Conducts site visits, with commensurate MAJCOM functional representatives, of continental United States (CONUS) units, overseas units, and forward operating locations (FOL) to evaluate effectiveness of AEF processes.

3.5.6.2. Operational Risk Management. Reviews risk assessments posted on the Risk Management Information System (RMIS) web site for applicability to AEF operations.

3.5.6.3. (Added-AFMC) Readiness Monitoring. AFMC/XP-AO facilitates center/wing/unit development of AEF Reporting Tool (ART) information and collects and reports data to the command staff.

3.5.7. AEFC Liaisons at HQ USAF. The requirement exists for a minimum of two AEFC liaison officers to be assigned within the HQ USAF/XOX directorate. They will be made available when required and assigned when resources become available to assist with steady state and crisis operations. Duties include assisting the AFOG and HQ USAF/XOXW with situational awareness derived from critical data provided by the AEFC as described in paragraphs **6.3.2.1.** through **6.3.2.8.** Duties entail a close working relationship with the MAJCOMs and AEFC on any AEF matter that requires staff-level coordination at the headquarters level. Liaison duty positions during a crisis will be in the AFOG.

Chapter 4

LESSONS LEARNED

4.1. Lessons Learned . Units in the TPFDD library participating in an AEF deployment are required to submit an after action report (AAR), RCS: HAF-XOW(AR)0113, with lessons learned attached to the report. A lesson learned is defined as a technique, procedure, or practical work-around that enabled a task to be accomplished to standard, based on an identified deficiency or shortcoming. Units submit lessons learned through their chain of command to the AEFC during all phases of the AEF life cycle on a recurring basis. Additionally, individual airmen can also submit real-time lessons learned inputs through their chain of command via the AEF lessons learned database within the AEFC home page. This tool must be used by all MAJCOMs to make their personnel aware of problems encountered during previous cycles and to prevent repeat mistakes. Past critical lessons learned are available to be pulled by all and will also be pushed to units deploying and preparing to deploy. AAR reports are designated emergency status code C3. Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by non-electronic means, if possible.

4.1.1. Predeployment. Units will capture lessons learned encountered at home station during the training, preparation, deployment, and on-call phases of an AEF life cycle. Submit inputs to unit commander to be incorporated in the AAR. The AEFC will coordinate inputs with the appropriate MAJCOM to receive a recommendation as to whether or not to post the lessons learned to the AEF lessons learned database.

4.1.2. Forward Deployed. Units will submit lessons learned during the deployment to unit commanders to be incorporated in the AAR. The AEFC will coordinate inputs with the appropriate COMAFFOR to receive a recommendation as to whether or not to post the lessons to the AEF lessons learned database.

4.1.3. Redeployment. Prior to redeployment, units and functional area supervisors participating in an AEF deployment will provide the deployed site commander inputs for a comprehensive AAR to include lessons learned. Each limitation or deficiency identified in an AAR must be described in an individual lessons learned attached to the AAR. No later than 14 days following redeployment of AEF units, deployed site commanders will submit an AAR, with lessons learned attached, to the AEFC. The AEFC will coordinate inputs with the appropriate COMAFFOR to receive a recommendation as to whether or not to post the lessons to the AEF lessons learned database.

4.1.4. MAJCOM or COMAFFOR Review. The AEFC will coordinate inputs with the appropriate MAJCOM or COMAFFOR to receive a recommendation as to whether or not to post the lessons learned to the AEF lessons learned database. AEFC will abide by MAJCOM or COMAFFOR disposition recommendation. If no MAJCOM or COMAFFOR recommendation is received within 21 days, AEFC will post lessons learned to the database at its discretion.

4.1.5. Submission Process. Deployed site commander submits AAR, with lessons learned attached, to the AEFC via the AEFC's web-based reporting tool Air Force Instructional Input Program (AFIIP) on-line or stand-alone AFIIP. Units using stand-alone AFIIP or electronic text documents send input files to the AEFC via email. Send unclassified submissions via NIPRNET to **mailto:aef.lesson@langley.af.mil**. Send classified inputs via SIPRNET to **mailto:aef.lesson@langley.af.smil.mil**. Units using the web-based tool access the AEFC Lessons

Learned home page at **http://aefcenter.acc.af.mil**, then select Lessons Learned, Submit, and AFIIP on-line. Stand-alone AFIIP is available at the AEFC Lessons Learned home page.

4.2. Types of Reports. The lessons learned report is the most common type of submission. The documentation in these reports is essential for planning subsequent exercises and operations and validating corrections. The preferred method for submitting lessons learned, observations, and summary reports is in the AFIIP format, either by using the AFIIP on-line software or the off-line AFIIP program. The alternate method of reporting for Air Force-only events is a word document file that contains the same information required with the AFIIP software. An electronic word document template for these reports may be downloaded from the AEF Center web sites.

4.2.1. Issue Report. Issue reports are similar to lessons learned in that they identify a shortcoming, deficiency, or problem identified during an operation or training event but do not include a work-around or solution. Issue reports are submitted using either the AFIIP off-line or on-line software. Include the word ìIssueî in the report title. Submit reports NLT 14 days following an exercise or operation.

4.2.2. Observation Report. Observation reports document a technique or circumstance that significantly impacted an operation or training event which should be shared with the Air Force and Joint community. Observation reports are submitted using either the AFIIP off-line or on-line software. Include the word ìObservationî in the report title. Submit reports NLT 14 days following an exercise or operation.

4.2.3. Summary Report. Summary reports document and provide a description of operations and exercises including dates, locations, objectives, major participants, and limitations. Participating MAJCOMs prepare and submit after action summary reports using either the AFIIP off-line or on-line software following CJCS-sponsored exercises and operations. Include the word ìSummaryî in the report title. Submit reports NLT 14 days following an exercise or operation.

Chapter 5

AEF PLANNING FOR ROTATIONAL REQUIREMENTS

5.1. General. This chapter identifies organizations, processes, and considerations involved in planning and preparing AEF units to meet known steady state requirements. This chapter is applicable to AEF scheduled, tasked to deploy, and on-call AEW forces.

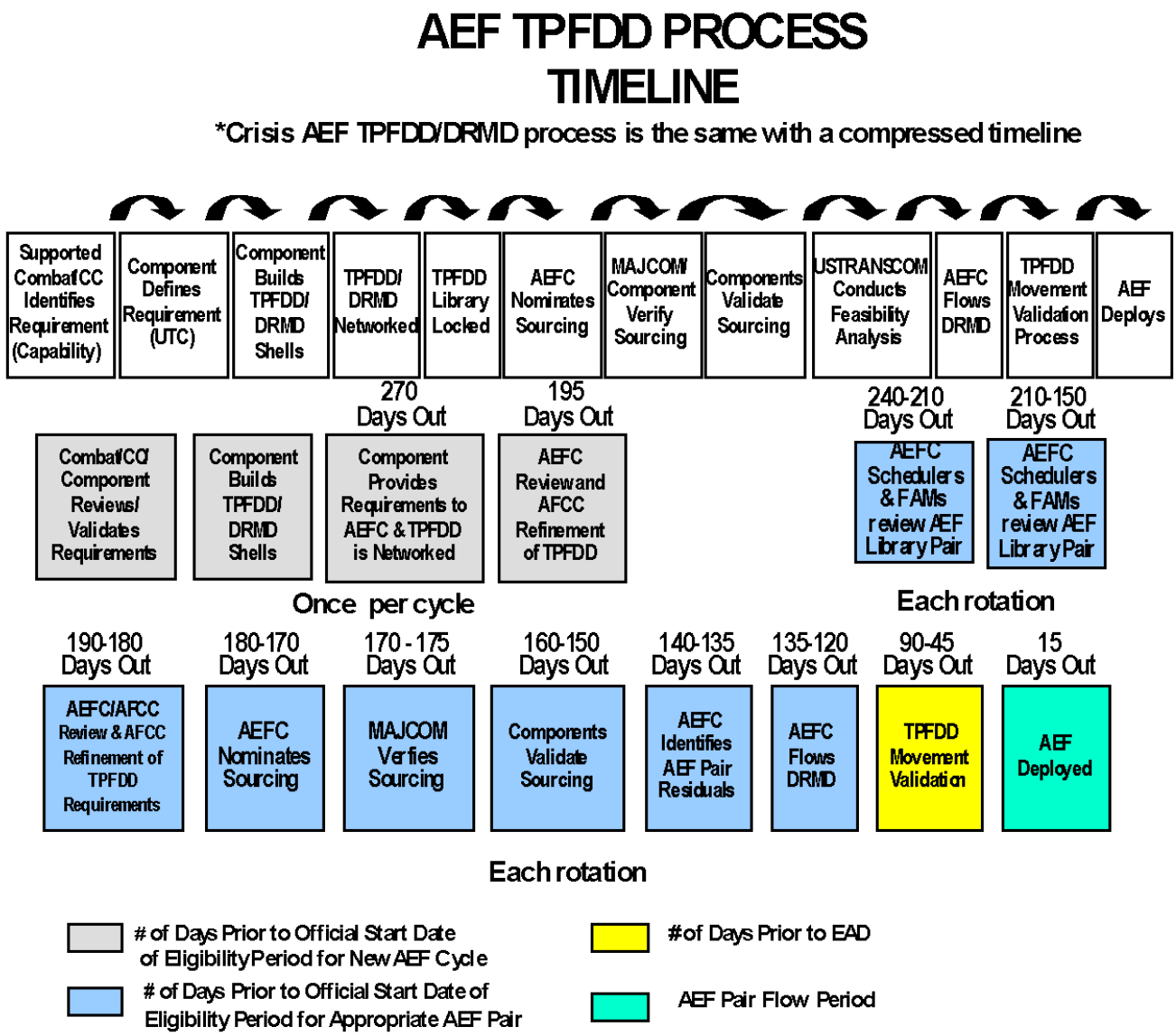
5.2. Planning.

5.2.1. Steady State Plans. Steady state plans are normally the result of crisis contingency operations that have evolved to a rotational operation. CJCS orders to the supported commander, supporting commanders, and Services initiate such operations. These orders define plan details and requirements to accomplish the mission and authority to deploy forces. Such orders generally identify specific weapons systems, but not the ECS forces needed to sustain the operation. Separate orders are normally issued when an operation becomes a rotational mission. Deployed commanders and AFCCs constantly evaluate their ability to execute their missions based on the forces in theater. When there is a change to the deployed unit's mission, equipment or weapons system, operating location, or a reduction in forces, the deployed commander will evaluate the impact and notify the component of needed changes. Supported components will validate and approve or disapprove all change requests. If approved, the AFCC will state requirements using a standard UTC, or a DRMD for a nonstandard UTC, in the steady state operation TPFDD. The AEFC will advise the AFCC of all sourcing changes or cancellations. The first priority of the AFCC FAM will be to use standard UTCs postured in the AEF TPFDD libraries. If the desired UTC is not postured in the AEF libraries, consider a suitable standard UTC postured in AFWUS. Standard UTCs may be tailored if necessary. As a last resort, nonstandard UTCs may be used if the requirement is for a mission capability not within an existing UTC. Refer the requirement to the Air Staff FAM for review and to determine if a new UTC should be developed.

5.2.2. Temporary Line Numbers. Temporary line numbers are normally the result of nonrecurring mission or workload increases that can be resolved with additional manpower or equipment for short durations. The deployed commander will evaluate the mission impact and notify the component of needed changes by using a Requirements Change Request (RCR). The RCR must contain DRMD line-level detail to include purpose and justification of TDY. Components will validate and approve or disapprove all change requests, enter them into the TPFDD or DRMD as appropriate, and forward them to the AEFC as quickly as possible to allow for timely sourcing.

5.3. AEF TPFDD Process. A crucial need exists for all participating agencies to ensure their required elements in the TPFDD and DRMD are completed within the prescribed timeline to avoid any delays in deployment. See **Figure 5.1.**

Figure 5.1. AEF TPFDD Development Process Timeline.



5.4. ECS Scheduling and Sourcing Process. NLT 270 days prior to each 15-month cycle, AFCCs provide their steady state requirements to the AEFC in TPFDD shells. NLT 210 days prior to each AEF pair rotation, the AEFC will coordinate with the ECS IPT and respective FAMs to ensure UTCs are accurate and properly aligned to the AEF libraries. The AEFC will nominate ECS UTCs to meet steady state requirements NLT 150 days prior to each AEF pair rotation period. MAJCOMs retain tasking authority over their forces throughout this process and will verify and approve all sourcing nominations NLT 15 days following nomination of each pair. The ECS IPT approves the sourcing decisions of the MAJCOM FAMs. Once the AEFC collects each functional area's approved sourcing plan, it will apply sourcing decisions and update the TPFDD and DRMD line-level detail. All units are notified of their AEF rotation vulnerability NLT 150 days prior to the start of each AEF cycle by their respective MAJCOMs following

publication and posting of the upcoming cycle library to AEF On-Line. The AEFC will flow steady state requirements to MAJCOMs and units no later than four months prior to the period of vulnerability.

5.4. (AFMC) AFMC/XP-AO will coordinate development of ECS-IPT tasked logistics supportability and weapon system assessments. AFMC organizations tasked to support development of logistics support-ability and weapon system assessment have DIRLAUTH for researching and analyzing requirements. XP-AO consolidates tasked organization inputs and assists HQ USAF/CSC with end-to-end ECS assessments.

5.5. UTC Tasking Process. Steady state rotational and temporary requirements are sourced in accordance with the CAF, AMC/DOO, and ECS IPT schedules using the AEF libraries. When AFCC requirements do not reflect the UTCs postured in the on-call libraries, the AEFC will recommend changes to the AFCCs which better reflect the UTCs available in the AEF libraries consistent with AFCC requirements. See **Chapter 7** for UTC management procedures.

5.5. (AFMC) UTC Tasking Process. AFMC/XP-AO is the Command's point of contact for TPFDD Library development and maintenance. At execution, XP-AO monitors crisis action TPFDD for command taskings, coordinates all new taskings with AFMC MPRC and the appropriate command FAMs, and verifies sourcing for command taskings based on FAM approval.

5.5.1. ECS Sourcing. The AEFC works in concert with MAJCOM staffs to match and source scheduled ECS UTCs against each AFCC's steady state requirements. Unused residual UTCs in the two on-call AEFs are available to support any valid AEF requirement.

5.5.1.1. ECS Sourcing and Scheduling Guidelines. One of the primary objectives of the AEF construct is to enhance unit integrity and cohesion by aligning and deploying ECS UTCs with their associated aircraft so they can train, deploy, redeploy, and recover as a team on a stable and predictable schedule. To accomplish this, available UTCs have been aligned across ten AEF and two AEW TPFDD libraries located in JOPES. Command-unique and LD/HD resources have been aligned to the Enabler library. These libraries serve as the primary resource pools to meet steady state, temporary, and crisis contingency operations.

5.5.1.1.1. ECS Nonstandard UTC Sourcing and Tasking Process. Requirements for unique skills or capabilities not resident in the AEF libraries will be identified as nonstandard (Z99) UTCs. The AEFC will source all nonstandard requirements in accordance with the AEF sourcing and tasking rule sets. When resources are not available within the AEF construct, the AEFC will coordinate with the appropriate Air Staff FAM for a sourcing and tasking decision. All nonstandard requirements, including IA requests processed IAW CJCSI 1301.01B, *Policies and Procedures to Assign Individuals to Meet Combatant Command Mission-Related Temporary Duty Requirements,* will be filled during a crisis. However, follow-on fills for steady state rotations will not be provided without a CSAF-approved deviation (see paragraph **5.5.3.4.** for instructions).

5.5.1.1.2. Personnel Replacement Sourcing. Deployed commanders may require the replacement of an entire UTC or individual members of a UTC prior to the completion of their tour. Reasons for return can include problems beyond the member's control (medical, emergency leave, etc.), or the member may not be qualified for duty (as defined in the DRMD). If there are 30 or more days left on the tour and the deployed commander requires a replacement, the providing unit will deploy another qualified member or team. If the member or team is

released for cause or reasons within their control, or there are less than 30 days remaining on the tour, the home station is not required to deploy a replacement. The deployed Personnel Support for Contingency Operations (PERSCO) teams and home station Personnel Readiness Function (PRF) will process and manage such actions as specified in AOR reporting instructions and AFI 10-215, *Personnel Support for Contingency Operations,* keeping the AFCC, AEFC, and supporting MAJCOM informed.

5.5.1.1.3. Line Remark Program. The AEFC, with support of AFCCs, will conduct an annual review of steady state, exercise, and contingency operation requirements with line remarks. To the maximum extent possible, AFCCs will eliminate line remarks and rely on standard UTC mission capability (MISCAP) statements to build requirements in TPFDDs.

5.5.1.1.4. Estimated Tour Lengths (ETL). When crisis and steady state UTC requirements exceed availability of postured capability authorized to be sourced, UTC/incumbents are extended to either 135 or 179 days. For ETLs to be extended on ANG or AFRC lines prior coordination with the ANG or AFRC AEF cell must be accomplished. The AEFC will notify home station PRF and deployed PERSCO teams of extensions via data pattern traffic (DPT) in the MANPER-B system and will provide a consolidated list of all ULNs being extended on the AEF Center SIPRNET homepage: **https://aefcenter.acc.af.smil.mil./extensions**. PRFs will notify the member's unit commander of the extension and duration, and the deployed PERSCO will notify the member of the extension and duration. ***NOTE:*** This does not apply to ARC volunteers nor to mobilized ARC members who would not have sufficient time after the extension to complete demobilization actions before expiration of mobilization authority. Determination of tour length is as follows:

5.5.1.1.4.1. If postured capability in the next AEF pair is less than 50% of requirements, UTC/incumbent is extended to 179 days.

5.5.1.1.4.2. If postured capability in the next AEF pair is greater than 50% of requirements, UTC/incumbent is extended to 135 days. The 135-day extenders will be relieved by the next available AEF pair reporting early (45 days) for a 135-day tour length.

5.5.1.2. ECS Sourcing Priorities. The AEFC will nominate UTC sourcing, and MAJCOM staffs will approve sourcing of all ECS UTC requirements IAW the following priorities:

5.5.1.2.1. AFRC and ANG, if selecting and supporting whole UTCs.

5.5.1.2.2. Maximum number of UTCs coded as available in ART from the lead wing's UTCs in the on-call TPFDD library.

5.5.1.2.3. Maximum number of UTCs coded as available in ART from the sister wing's UTCs in the on-call TPFDD library.

5.5.1.2.4. Non-aviation-providing wing's UTCs coded as available in the on-call TPFDD library in ART, beginning with those in closest proximity to the lead wings.

5.5.1.3. Taskings. Taskings should focus on ARC, lead, and sister wing on-call periods. Concentrating taskings to the on-call period allows wings to plan and peak their resources for their deployment period, as well as make the most of their training periods. In no case should sourcing resort to a fair-share distribution of taskings. This method of sourcing erodes the AEF life cycle for units, hampering their ability to recover, train, and prepare for the next AEF cycle. It also neg-

atively affects the teaming concept of deploying the maximum number of UTCs from the same installation to the same forward operating location.

5.5.1.4. Data Pattern Traffic (DPT) Process. The AEFC manages the DPT process for AEF sourcing requirements. It is responsible for flowing DPT for steady state and crisis TPFDDs and will provide automated support using DCAPES to base-level manpower and personnel readiness offices, PERSCO teams, and central sites. The AEFC is responsible for flowing, accounting for, and reflowing DPT packages.

5.5.2. ECS Executive Review Process. This process provides formal coordination for the resolution of ECS scheduling, shortfalls, and other related issues. Coordination is conducted in person or by video or audio teleconference, electronic mail, or any other method the ECS IPT chairman deems appropriate. The AEFC commander (AEFC/CC) oversees the process, with MAJCOM ECS IPT member coordination. MAJCOM ECS IPT representatives will coordinate with their MAJCOM staffs, as required, to reach sourcing, scheduling, and other required decisions. The ECS IPT Chairman will coordinate with the appropriate MAJCOM IPT to resolve scheduling shortfall/reclama conflicts. When the ECS IPT cannot reach agreement on shortfalls/reclamas or other issues, the AEFC/CC acts as the initial arbitrator. The AEFC documents the final decision and acts accordingly.

5.5.3. Manpower Requirements. Rotational manpower requirements are reflected in TPFDDs and DRMDs. Deployment and rotational TPFDD line-level detail is updated by the AFCC and maintained by the AEFC. Deployed commanders and AFCCs constantly evaluate their ability to execute their missions based on the forces in theater. When there is a change to the deployed unit's mission, equipment or weapons systems, operating location, or a reduction in forces, the deployed commander will evaluate the impact and notify the component of needed changes using an RCR to explain the addition or change. Components will validate and approve or disapprove all requests. If approved, the supported AFCC will state the requirement as identified in paragraph **5.2.1.**, prior to the next scheduled AEF rotation. AFCCs will notify the AEFC when steady state requirements are added, changed, or deleted by forwarding an RCR via the GCCS AEF newsgroup, e-mail, or message. The RCR will cite all original UTC and DRMD details, all new UTC and DRMD requirements, the required delivery date (RDD)/date required in place (DRI), a draft training template, and an explanation of the addition or change to the deployed unit's mission, equipment, or duty location. All changes and new requirements will specify whether the ETL may be split into 15-, 30-, or 45-day rotations to facilitate the support of ARC forces. If prohibited, the deployed commander will include justification explaining why the ETL cannot be split.

5.5.3.1. AFRC and ANG Cancellations. The AEFC will immediately notify the appropriate ARC headquarters when an ARC sourced requirement is deleted or changed. If necessary, the AEFC and ARC will attempt to secure an available equivalent active duty tasking during the same time frame. If one is identified, the AEFC will coordinate with all concerned parties to cancel the active duty unit tasking and redirect the tasking to the appropriate ARC unit. If an active duty UTC tasking cannot be obtained, the ARC may be allowed to deploy their volunteers on a case-by-case basis, up to two 15-day rotations after official notice to delete the requirement or that a change in sourcing has occurred. The ARC must seek the approval of the applicable AFCC to proceed once notified of a deleted or changed requirement

5.5.3.2. Implementation Timelines. The initial tour for new, added requirements will run through the end of the assigned AEF's on-call period and must allow the sourced UTC to serve a minimum of 30 days in the AOR. Should the follow-on AEF's arrival date prohibit a 30-day or longer tour,

the tasking is delayed and sourced as part of the replacement AEF TPFDD. If the requested addition or deletion action is within 72 hours of the DRI/RDD, the AEFC will e-mail or send a message to the tasked MAJCOM and unit advising them of action.

Table 5.1. Timelines for Implementing Manpower Changes.

RULE	A	B	C
	If requirement is a(n)	The AFCC will forward to the AEFC	The AEFC will flow DPT to unit
1	Addition (non-combat or non-force protection essential)	NLT 20 days prior to DRI/RDD	NLT 15 days prior to DRI/RDD
2	Addition (combat or force protection essential)	Immediately	With DRI/RDD NET 72 hours, UTC response time or when transportation is available, whichever is sooner
3	Change (combat or force protection essential)	Immediately	With DRI/RDD NET 72 hours, UTC response time or when transportation is available, whichever is sooner
4	Change (non-combat or non-force protection essential)	Immediately	With change effective next AEF rotation or in 90-days, whichever is greater

5.5.3.3. Permanent Party Billets. When permanent party billets replace rotational requirements, the component deletes the rotational requirement in accordance with paragraph **5.5.3.** to coincide with the arrival of the permanent party member. All such actions will be closely coordinated with the AEFC to ensure deployments are properly terminated.

5.5.3.4. Standard and Nonstandard UTC Requirements. The Air Force sources capabilities by using standard UTCs resident in the AEF libraries. However, some unique requirements or restrictive personnel qualifications cannot be satisfied by the use of standard UTCs and must be filled through the use of nonstandard UTCs. Nonstandard UTCs, including IA requirements requested by unified commands IAW CJCSI 1301.01B, deviate from the AEF construct. Requests for steady state deviations must be approved by CSAF.

5.5.3.4.1. Nonstandard UTC Request to Support Steady State Contingencies. A supported commander or unified command can submit a request for a capability not defined as a UTC to their air component. If this happens, the component command should evaluate the need to establish a standard UTC. When required, the component staff may tailor the standard UTC. If the requirement is so unique that a standard UTC cannot be tailored, the component command will forward the new requirement change request to the AEFC. The AEFC will coordinate sourcing with the tasked MAJCOM and flow the requirement, and the AFCC will prepare a request to HQ USAF/XOX to gain approval from the CSAF for the deviation. The AFCC will

document unique capability requirements not resident in the AEF libraries as a nonstandard Z99 UTC in the TPFDD and DRMD line-level detail and apply line remark code BCN.

5.5.4. Equipment Requirements. The AEFC manages the steady state equipment deployment program by continually interfacing with theater Air Force components (e.g., CENTAF), supporting regional supply squadrons (RSS), and deploying units. As AEFC representatives assist units in preparing for steady state deployments, they create a collection or distribution node for units to contact to obtain the most current deployment information necessary to determine deploying cargo requirements. For example, AEFC will notify units through respective MAJCOM warplanning offices of unclassified and classified links to equipment and base support planning web sites. This information will be furnished to the AEFC by the components in an AEFC-approved format. Although the components are ultimately responsible for maintaining this information, the AEFC will aggressively assist units in their pursuit of up-to-date equipment information. Responsibilities and procedures are as follows:

5.5.4.1. The AEFC must be familiar with information sources within the theater Air Force components and FOLs to be able to address unit questions. AEFC will have equipment customs information available through their web page and will notify units of the applicable web page addresses. This information will be furnished to the AEFC by the components.

5.5.4.2. The components will develop in-place and deployment equipment required lists of equipment types, quantities, and mission ready status at each AOR location and will make the information available to deploying units in a web-based format. The theater Air Force component will develop equipment allocations for each steady state location. This information will be posted on the AEFC web site and maintained by the components.

5.5.4.3. Based on in-place or deployment equipment, theater AFCCs and MAJCOMs will establish and maintain baseline standardized cargo listings for each steady state location. These standard listings will be mission, design, and series (MDS)-FOL specific; for example, F-16 cargo requirements at one location may be different from the requirements at another base. These listings will be web based. AEFC will present these listings to units well in advance of their steady state deployments as a starting point for wing-level deployment planning. The AEFC will facilitate unit equipment planning (i.e., level 4 detail) for units deploying into the same location to maximize efficiencies while reducing airlift and deployment footprint. The AEFC will also analyze equipment movements for potential equipment movement improvements resulting in further reduction in airlift and footprint.

5.5.4.4. During a unit's AEF deployment, AEFC contacts deployed personnel to identify deploying cargo improvements and forwards recommendations to other units who are preparing for their future AEF deployments. As the AEFC collects lessons learned they will recommend to the theater Air Force components any in-place or deployment equipment required changes to the steady state locations and MDS-FOL specific listings. MAJCOMs and Air Force components will update listings as required.

5.5.4.5. Units from the same wing who replace each other in consecutive AEF rotations should rainbow or share deployed equipment to the maximum extent possible. For test equipment that requires calibrations IAW Technical Order (T.O.) 33K-1-100-1, T.O. 33K-1-100-2, or calibration measurement summaries, units should ensure all test equipment that will become due for calibration during a deployment window will be calibrated prior to deploying. Deploying units will rely

on home station or command support to replace test equipment that does become overdue for calibration during the deployment. Proper planning will ensure replacement test equipment arrives at the deployed location before deployed test, measurement, and diagnostic equipment becomes overdue for calibration.

5.5.4.6. Deploying units will forward the information required for parent MAJCOM to build the level 4 detail TPFDD in JOPES.

5.5.4.7. For replacement of in-place and deployed equipment required, the following procedures apply:

5.5.4.7.1. The deployed location supply authority will coordinate with the supporting RSS and MAJCOM equipment office before notifying the supported Air Force component FAM of requirement. The component FAM validates the requirement and determines if an asset can be sourced from within theater.

5.5.4.7.2. If the supporting RSS or MAJCOM equipment office cannot source a replacement from its resources, the MAJCOM equipment office will coordinate with the AFMC equipment manager to work replacement procedures for the deployed asset.

5.5.4.7.3. If the supporting RSS and MAJCOM equipment office cannot source a replacement, the requirement may be elevated to the Air Staff equipment office for cross-command sourcing, while AFMC equipment managers work replacement procedures.

5.5.4.7.4. The organization supplying the equipment will forward information required for the parent MAJCOM to build the level 4 detail TPFDD in JOPES.

5.5.4.7.5. All equipment movement will be coordinated through the supporting MAJCOM supply function to effect the necessary equipment record changes prior to actual movement. Standard supply operating procedures will be followed.

5.5.4.8. For replacement or rotation of deployed equipment, the supporting command providing the UTC or equipment is responsible for replacement or rotation of the UTC or equipment.

5.5.4.8.1. The supported RSS and MAJCOM equipment office will send a message to the supporting command RSS identifying UTC or equipment to be replaced, with information copy to Air Staff equipment office.

5.5.4.8.2. If unable to source the requirement, the supporting command RSS will notify the supported theater Air Force component via shortfall message, with information copy to the Air Staff equipment office.

5.5.4.8.3. If the requirement is shortfalled, the Air Staff FAM may direct cross-command sourcing.

5.5.4.8.4. The organization deploying the equipment will forward the information required for the parent MAJCOM to build the level 4 detail TPFDD in JOPES.

5.5.4.8.5. All equipment movement will be coordinated through the supporting MAJCOM RSS supply function to effect the necessary equipment record changes prior to actual movement. Standard supply operating procedures in AFMAN 23-110, USAF Supply Manual, will be followed.

5.5.4.9. Use of War Reserve Materiel (WRM). WRM will be used only as a last resort to support AEF steady state equipment shortfalls. Ongoing AEF steady state rotations are not to rely solely on the use of WRM for support, but should establish alternate sources of support. The requesting organization must follow procedures for indirect mission support outlined in AFI 25-101, War Reserve Materiel (WRM) Program Guidance and Procedures.

5.5.4.10. Steady State Common Use Equipment Requirements. The lead AOR MAJCOM for an AEF deployment location is responsible for budgeting and funding for steady state common use requirements. Examples of common use requirements shared by all deployed units are Special Purpose Recoverable Authorized Maintenance (SPRAM), such as test stations, sampling analyzers, and accountable assets, such as support equipment. Follow the procedures in AFMAN 23-110 for approval and authorization for equipment assets.

5.6. ARC Participation. During each AEF cycle, one or both AEFs will have force elements provided by AFRC and ANG units. These units fill the 3-month commitment, or portion of a rotation, by teaming units and personnel and rainbowing equipment. Specific methodology for meeting this objective is managed by the AFRC and ANG, respectively.

5.7. Employment. The AEF employment objective is to meet a supported combatant commander's needs with relevant UTC capabilities-based force packages (AEWs, AEGs, and AESs) in accordance with validated theater mission requirements as identified in TPFDDs and DRMD line-level detail. Planning must focus on sustained execution in the area of operations (AO) for the AEF's 3-month periods by integrating AEW, AEG, and AES command, operations, and support elements into an integrated, cohesive force.

5.7.1. Posture Concepts. On-call forces will maintain the capability to rapidly transition from normal day-to-day operations to crisis response operations. Unit posture will increase consistent with the issuance and receipt of CJCS Warning/Planning/Alert/Deployment Order, Prepare to Deploy Order, and Execution Order.

5.7.1.1. On-Call Status. Remaining untasked UTCs will assume on-call status as identified by the 3-month on-call period of the associated AEF. This posture enables these UTCs to rapidly transition from normal day-to-day operations to crisis response operations. MAJCOMs, AFCCs, and the AEFC will describe on-call force actions in CONOPS and supporting plans, as appropriate. LD/HD assets will be tasked through the GMFP process and will not be placed on call except through those procedures described in the GMFP.

5.7.1.1. (AFMC) On-Call Status. AFMC On-Call guidance:

5.7.1.1.1. (Added-AFMC) Forces and individuals assigned to an AEF pair but not pre-tasked as a steady state deployer are considered on-call. These forces and individuals serve as the residual capability throughout the assigned AEF pair or until tasked to deploy in support of an AEF tasking.

5.7.1.1.2. (Added-AFMC) On-call or residual personnel may take leave and go TDY during their period of avail-ability at the discretion of the unit commander. Approval of leave and TDY is contingent on the individual's ability to report and deploy within 72 hours using normal recall procedures. Unit commanders should not approve leave to remote areas (e.g.,

beyond normal communications) and long duration TDYs where the individual may be out of touch for extended periods of time or far from home station making speedy return unlikely.

5.7.1.1.3. (Added-AFMC) On-call or residual status does not prevent individual's availability for on base activities including exercises and short duration training.

5.7.1.2. Alert Status. Normally initiated by a CJCS Warning Order (or Prepare to Deploy Order and Alert Order with Secretary of Defense (SECDEF) direction), this posture prepares forces for rapid deployment upon receipt of an execute order. In this posture, air mobility assets, deploying personnel, and equipment may move to and assemble at designated locations. Tanker Airlift Control Elements (TALCE) and other air mobility support units may deploy to forward locations to establish enroute support and reception capabilities at the aerial port of debarkation (APOD). Tankers and essential beddown support units may deploy to forward locations in preparation for air bridge support.

5.8. Response Timing. Theater combatant commander mission requirements dictate response timing constraints. In general, CONOPS should allow for a stair-step of response timing to reduce alert requirements. AFCC of forward-based unified commands must prepare to deploy forces, particularly ECS forces, during the initial phases of contingencies and sustain themselves until arrival of on-call AEW forces. Personnel should deploy only after receipt of valid Contingency, Exercise, and Deployment (CED) orders.

5.9. Command and Control. See paragraph **1.9.** for C2 guidance.

5.9.1. (Added-AFMC) AFMC Troop commanders will maintain control of deploying forces until unprocessed by receiving PERSCO teams. The troop commander will report arrival and condition of AFMC forces back to home station for reporting in unit SITREP.

5.9.2. (Added-AFMC) Organization. Base level Personnel Readiness Functions (PRFs) will prepare CED Orders for deploying forces on receipt of a valid AFMC deployment order from AFMC/XP-AO and a Tasking Message from AFMCMPRC validating DRMD flow.

5.9.3. (Added-AFMC) AFMC AEF Cell and AFMC MPRC will ensure a reserve component (RC) unit is activated before issuing a Deployment Order or Tasking Message.

5.10. Standard and Nonstandard UTC Shortfall and IA Reclama Procedures. Air Force wings, installations, MAJCOMs, and ARC will make every effort to meet all contingency taskings. Since all ìinî positions are postured into UTCs, filling shortfalls in one UTC will move a person from another UTC. Units will immediately update ART to reflect the transfer. They will submit UTC shortfalls and IA reclamas only after exhausting all other options. All UTC shortfalls and IA reclamas will comply with the tasking and sourcing processes and priorities in this section and the UTC processes contained in AFMAN 10-401 and AFI 10-403. Units, wings, and installations will submit shortfalls and reclamas to their MAJCOM. MAJCOMs will submit shortfalls and reclamas to the AEFC through their MAJCOM/CV or ECS IPT representative via SIPRNET (hqaf.source newsgroup). The AEFC assists in this process by considering and validating the request based on the justification provided and other considerations IAW the AEF construct. When required, requests may be returned for additional justification or fill. Validated requests will be re-sourced in accordance with AEF sourcing and tasking rule sets. When resources are not available within the AEF pair, the AEFC will coordinate with the appropriate Air Staff FAM for a sourcing and tasking decision. When resources are not available within the active force, the Air Staff FAM will attempt

to fill with qualified Reserve Component or DOD civilian personnel. When resources are not available within the Total Force, the Air Staff FAM, in coordination with the AEFC, will prepare a shortfall message to CJCS/J1 (Personnel) explaining the facts and circumstances surrounding the Air Force's inability to support the requirement (reference CJCSI 1301.01B).

5.10.1. UTC Personnel Shortfall and IA Reclama Procedures. Air Force active duty, AFRC, ANG, MAJCOMs, NAFs, wings, groups, and units will make every effort to meet all contingency taskings. Since all ìinî positions are postured into UTCs, filling shortfalls in one UTC will move a person from another UTC. Units will immediately update ART to reflect the transfer. Except as supplemented here, all UTC shortfalls and IA reclamas will comply with the UTC processes contained in AFMAN 10-401 and AFI 10-403.

5.10.2. Definitions. A tasked unit or wing will request relief from a contingency tasking if the unit or wing is unable to support the tasking. Generally, relief should only be sought when a wing or tasked unit does not possess sufficient or qualified personnel to support a contingency tasking, the deployed commander is unable to waive the requirement, or the tasking is impossible to meet or will shut down critical elements of the home-station mission, as determined by the wing commander or equivalent. A tasked unit or wing should make every effort to qualify available, postured personnel before requesting relief. Relief is requested by submitting a shortfall or a reclama. The tasked commander must keep the MAJCOM FAMs informed of all waiver requests, to include the final decision of the deployed commander.

5.10.2.1. Shortfall. A lack of forces, equipment, personnel, materiel, or capability, reflected as the difference between the resources identified in a plan requirement and those apportioned to a combatant commander for planning, which would adversely affect the command's ability to accomplish its mission. When the tasked unit commander cannot support an ECS UTC tasking, the commander will request relief by submitting a UTC shortfall request through the installation deployment officer (IDO), personnel readiness unit (PRU), and wing manpower office to the wing commander (or equivalent). A wing commander-approved UTC shortfall request will be submitted to the MAJCOM or Air National Guard Readiness Center (ANGRC) operation plans or readiness office. The justification must include plan identification number (PID), ULN, line number, UTC, line remarks, DRI, AFSC, and specific reasons why assigned qualified personnel are unavailable (excluding those assigned to UTCs in other AEFs). There are two types of ECS personnel UTC shortfalls: 1) a wing, unit, or installation cannot support an entire UTC, and 2) a wing or unit cannot fill one or more of the AFSC or billet requirements within the UTC.

5.10.2.2. Reclama from an IA tasking. When a wing or tasked unit cannot meet an IA tasking, the commander will request relief by submitting a reclama through the wing commander (or equivalent) to their MAJCOM or ANGRC operation plans or readiness office, as appropriate. The wing commander-approved request must include coordination with wing manpower and the military personnel flight (MPF) as a minimum.

5.10.2.3. Reclama Above Wing Level. Taskings will flow from the AEFC to the MAJCOM FAM to the DCS (2-letter equivalent at MAJCOM) to the tasked directorate commander. If the tasked directorate commander cannot fill the tasking, the commander will submit a reclama through the MAJCOM/CV or ECS IPT member.

5.10.3. DRMD Waivers. Prior to submitting a shortfall/reclama, the tasked commander may request the deployed commander waive the requirement (e.g., line remark, special experience identifier (SEI),

grade, skill level, etc.,) or permit substitutions. If the deployed commander approves a waiver to a requirement, the tasked commander will certify on the tasking letter to the PRU that their member is qualified and trained to meet the requirement. The PRU will route the approved waiver request via message, e-mail, fax, etc., to the deployed PERSCO team. If the deployed commander denies the waiver request, the tasked commander will either fill the requirement as requested or submit the shortfall/reclama request through the wing commander (or equivalent) to the MAJCOM. This written submission (message, e-mail, fax, etc.,) will include PID, ULN, line number, UTC, line remarks, DRI, AFSC, and specific justification for each shortfall/reclama position or billet. The tasked commander must keep the MAJCOM FAMs informed of all waiver requests, to include the final decision of the deployed commander.

5.10.4. Active Duty UTC Personnel Shortfall and IA Reclama Procedures. Tasked organizations must continue to process requirements and identify tasked individuals until the shortfall/reclama is granted. The tasked MPF must address the shortfall/reclama to the parent MAJCOM and inform the deployed PERSCO team, supported component command personnel function (A1), and the AEFC. The shortfall/reclama request must specify requirement by PID, ULN, line number, UTC, AFSC, and DRI. Request will also include manning statistics by required AFSC (authorized, assigned, and available) with justification to release (e.g., personnel assigned but not available (include why unavailable) or assigned personnel do not meet requirement qualifications) and mission degradation statement, if applicable. The status of personnel unavailable because they are assigned to another UTC in another AEF pair must be reflected in the PDS tracker. The AEFC will validate and source from the next most eligible UTC IAW the following priorities: 1) the unused portions of fragged or tailored UTCs, 2) the untasked, prioritized UTCs available within the on-call AEF's library, 3) the untasked, prioritized UTCs in the Enabler library, and 4) if an IA reclama, remaining assigned and qualified members.

5.10.4.1. The MAJCOM will verify and, if it concurs and can fill from within the command, will identify sourcing to the AEFC to meet the required billets from the next most eligible UTC IAW the following priorities: 1) the unused portions of fragged or tailored UTCs (if unable to fill a portion of the UTC); 2) the untasked, prioritized UTCs available within the on-call AEF library; 3) the untasked, prioritized UTCs in the Enabler library, and 4) if an IA reclama, remaining assigned and qualified members. Once sourced, the AEFC will update the Expeditionary Combat Support System (ECSS) and flow tasking to the selected unit via DCAPES.

5.10.4.2. If the MAJCOM is unsuccessful in rectifying the shortfall/reclama in accordance with individual MAJCOM approval procedures, the MAJCOM will forward the shortfall/reclama request, with complete justification, to the AEFC, through the MAJCOM/CV or ECS IPT representative. If the stated UTC is not available, the AEFC will coordinate with the Air Staff FAM and component FAM to identify a suitable substitute UTC. Once coordinated with the MAJCOM FAM and approved by the MAJCOM ECS IPT representative, the AEFC will update the master list of untasked, prioritized UTCs and flow tasking to the selected unit via DCAPES.

5.10.5. Active Duty Shortfall/Reclama Submission Timelines. Under the AEF construct, units should receive steady state AEF contingency taskings at least 120 days prior to the earliest arrival date (EAD)/DRI. This notice allows units and MAJCOMs to match personnel to UTC or IA taskings in sufficient time to identify those requirements they are unable to fill. Shortfalls/reclamas submitted to the AEFC less than 45 days prior to the DRI/RDD will not be considered unless tasked MAJCOM can show, in detail, attempts to find a qualified or available resource within the above timelines. The submission must also reflect MAJCOM efforts to train resources to satisfy the shortfall/reclama.

Table 5.2. Active Duty Shortfall/Reclama Submission Timelines.

	A	B	C
	If tasking is	then unit must submit shortfall/ reclama to MAJCOM within:	then MAJCOM must submit shortfall/reclama to the AEFC:
1	received 120 days or more prior to DRI/RDD	10 calendar days of receipt of DPT flow	100 days prior to DRI/RDD
2	received less than 120 days prior to DRI/RDD	7 calendar days of receipt of DPT flow	within 10 calendar days of receipt from last unit

5.10.6. AFRC and ANG Personnel Shortfall and Reclama Procedures. When an AFRC or ANG unit cannot support an AEF tasking (in full or in part), a wing commander-approved UTC shortfall request will be submitted to their MAJCOM or the ANGRC operation plans or readiness office.

5.10.6.1. If the ECS IPT representative approves, the tasked agency will coordinate with their counterpart (AFRC with ANG or vice versa) to determine if they can fill the requirement. If both AFRC and the ANG can agree to a realignment of the tasking, the agency that originally volunteered for the tasking will advise the AEFC of the tasking change. The AEFC will update the TPFDD and the DRMD line-level detail.

5.10.6.2. If realignment is not possible, the originally tasked ARC ECS IPT representative must submit the shortfall/reclama to the AEFC, with full justification. Full UTC shortfalls must be submitted NLT 60 days prior to the EAD/DRI. Partial UTC shortfalls or IA reclamas must be submitted NLT 45 days prior to the EAD/DRI. All submitted shortfalls/reclamas must include the PID, ULN, line number, UTC, line remarks, DRI, AFSC, and specific justification for each vacant position or billet.

5.10.6.3. If accepted, the AEFC will nominate the requirement to an active duty counterpart IAW the following priorities and order: 1) the unused portions of fragged or tailored UTCs; 2) the untasked, prioritized UTCs available within the on-call AEF's library; 3) the untasked, prioritized UTCs in the paired AEF's library; 4) the untasked, prioritized UTCs in the Enabler library, and 5) if an IA reclama, remaining assigned and qualified members.

5.11. Rotation Planning. The supported USAF component prepares deployment and redeployment TPFDDs that constitute the rotational requirements and coordinates the rotation of personnel and equipment throughout the established transition period with AEFC. TPFDD validation and aircraft scheduling are completed in accordance with current guidance. Steady state rotational requirements are updated in the TPFDD by the AFCC in coordination with the AEFC. DRMD line-level detail is then generated by the AFCC to provide accountability. Steady state contingencies will have contingency high priority mission support kits (CHPMSK) to reduce airlift requirements for deployment or redeployment.

5.12. Recovery and Reconstitution.

5.12.1. AEFC. Monitors status of redeployment. Assists MAJCOMs with reconstitution planning by offering advice on the most efficient means to repopulate the AEFs.

5.12.2. MAJCOMs. Provide guidance for personnel and equipment recovery and reconstitution, to include leave and stand-down or recovery policy, prioritization of equipment purchase or replace-

ment, and unit readiness reporting procedures. Assimilate unit reconstitution requirements and coordinate inputs through HQ USAF/XO, HQ USAF/XP, and AEFC.

5.12.2. (AFMC) MAJCOMS. AFMC/XP-AO is the Command's point of contact for rotational requirement reconstitution planning and risk mitigation analysis during the reconstitution period.

5.12.2. (AFMC) MAJCOMS. AFMC/XP-AO is the Command's point of contact for reconstitution planning and risk mitigation analysis during the reconstitution period.

5.12.3. Deployed Installation Commander. Responsible for preparing and submitting a comprehensive AAR immediately following an AEF deployment. Units deployed with the current AEF will provide AAR inputs to the deployed installation commander prior to redeployment. Submit inputs to the AEFC via COMAFFOR.

5.13. Volunteer Guidance. The following section describes how active Air Force personnel (military and civilian) can volunteer for AEF ECS contingency taskings.

5.13.1. General. The Air Force has shifted from an IA tasking process to a UTC-centric process. The intent is to deploy units as they train (as a cohesive fighting team) and to lower the personnel tempo (PERSTEMPO) for much of the Air Force. To accomplish this, Air Force planners now match and source ECS UTCs to their aircraft packages based on a published schedule. There may be times when airmen will want to volunteer to continue in a tasking or deploy more than once in a 15-month cycle. However, commanders must vigilantly adhere to the AEF scheduling process and avoid deploying members projected to exceed one of two tempo management thresholds (182 and 220 days of high deployment within a 365-day period or 400 days in a 730-day period). The sourcing process attempts to manage the global tempo impact, which is a challenge greater than individuals, single UTCs, or individual units.

5.13.2. Volunteer Options. Under the AEF construct, there are two methods for members to volunteer for ECS contingency taskings. The first allows members to volunteer for any IA (nonstandard UTC) requirement. These positions may either deviate from the normal 3-month tour length or possess requirements so unique a standard UTC cannot support them. The second method allows members to volunteer for steady state AEF UTC positions. Commanders, with assistance from their unit deployment managers (UDM), will manage the volunteer process.

5.13.2.1. Volunteer for IA Requirement. To volunteer for an IA requirement, members can determine what requirements exist by visiting the AEFC web page **https://aefcenter.acc.af.mil/ecs**. If members identify a requirement they are qualified to fill, they must complete a volunteer application letter (**Attachment 2**). Once completed, volunteers must gain approval within their chain of command, to include the wing commander or equivalent. When approving an application, commanders are accepting responsibility to fill the position during the requested tour period—even if the status of the volunteer changes and they can no longer deploy. If this occurs, the commander is required to provide a qualified substitute. If there is no qualified substitute, the wing commander (or equivalent) will immediately submit a reclama. Approved applications should be submitted to the servicing PRU for submission to the MAJCOM readiness office. The MAJCOM must agree to fill the requirement from MAJCOM resources should the volunteer become unable to deploy. The shortfall/reclama procedures outlined in paragraph **5.10.4.2.** apply if the MAJCOM cannot fill the requirement. MAJCOM-approved applications are submitted to the AEFC/AES by the MAJCOM ECS IPT representative. The AEFC/AES staff must receive requests at least 130 days prior to the

EAD/DRI. The AEFC will notify the MAJCOM of accepted volunteers prior to flowing tasking data. Members will not deploy until the AEFC has confirmed and forwarded the tasking via DCAPES to the Manpower and Personnel Module-Base Level (MANPER-B). Any commander in the member's chain of command may disapprove a volunteer request. Returned applications will include a brief explanation for denial.

5.13.2.2. Volunteer for ECS UTC Requirement. Under the AEF construct, units receive steady state AEF contingency taskings at least 120 days prior to the EAD/DRI. This length of time allows units to match volunteers to UTC taskings. Volunteers can ascertain what UTC positions they are qualified to support by contacting their UDM. Volunteers should first attempt to fill UTC positions within their own unit. If none are available, they may apply to support UTCs allocated to other units within their wing or on their installation. Once volunteers have identified UTC positions they are qualified to support (to include line remarks and SEIs), they must submit their volunteer request in writing through their chain of command, to include the wing commander or equivalent. All applications should be completed at least 90 days prior to the EAD/DRI. If the UTC tasking is allocated to another unit within the wing or on the installation, volunteers must first gain their commander's approval before routing the application to the tasked unit for consideration. Approval by the tasked commander is required for the volunteer to fill the selected position.

5.13.3. Implementation Guidance. Commanders must carefully consider each request. Before accepting a volunteer's application, the tasked commander must be certain the member is fully qualified, has time to train and integrate with UTC members, and can fully support the UTC's mission capability statement. UTC shortfalls and IA reclamas cannot be submitted based on a member's approved volunteer application to support another IA or UTC tasking.

5.13.3.1. Ideally, a volunteer should not be allocated to a UTC committed to a different AEF. If a volunteer is allocated to a UTC aligned to another AEF on-call period, the applicant's commander (or support staff) must gain a wing commander (or equivalent) waiver to deploy the volunteer outside the allocated AEF on-call period. Volunteers will remain allocated to their original AEF on-call period and cannot disrupt a unit or wing's ability to support UTC taskings. Commanders must be able to fill all allocated UTC positions for each AEF regardless of the status of volunteers within their unit or wing.

5.13.3.2. If the approved application will cause the volunteer to exceed one of two tempo management thresholds (182 and 220 days of high deployment within a 365-day period or 400 days in a 730-day period), then the application must be approved by the first general officer in the member's chain of command or by a 4-star general officer, respectively.

5.13.3.3. Volunteers are not permitted to split tours. All volunteers must be able to serve the entire stated tour length.

5.13.3.4. Before approving any application, overseas commanders are reminded to evaluate the impact of the volunteer's request and whether it may result in a proration of the applicant's tour and/or adjustment of the volunteer's overseas duty selection date or short tour return date IAW AFI 36-2110, *Assignments*.

5.13.3.5. Commanders must determine if the volunteer has deployed to the same location during the past 12 months. If so, and the combined tour lengths exceed 179 days in a consecutive 12-month period, the unit, via the MPF, must gain a Secretary of the Air Force waiver as specified in AFI 36-2110.

5.13.3.6. Deploying in multiple deployments does not authorize a member to receive short-tour credit. Short-tour credit is defined in AFI 36-2110.

5.14. Third Country National (TCN) Escorts. TCN escorts are US military personnel in any AFSC, usually in the grade of E-5 and below. They are responsible for accompanying and observing TCN personnel while they perform contractual duties on US facilities. The tour length is normally 45 days. Based on the duties performed, any career field can fill TCN UTCs 9AEMP and 9AEMQ. The AEFC will allocate TCN escort UTC requirements in accordance with approved MAJCOM IPT sourcing rule sets.

Chapter 6

CRISIS ACTION PLANNING

6.1. General. This chapter outlines how the USAF transitions from supporting steady state or rotational operations to supporting both steady state and rotational operations and contingencies governed by the crisis action planning process, and back to steady state or rotational operations. Crisis action planning processes are spelled out in greater detail in CJCSM 3122.01, *Joint Operations Planning and Execution System (JOPES) Volume 1, Planning Policies and Procedures;* CJCSM 3122.02A, C*risis Action Time-Phased Force and Deployment Data Development and Execution, Volume III;* and AFMAN 10-401. This chapter is not intended to supersede any information in those documents, but rather to clarify issues brought about by the Air Force evolution to the AEF. If AFMAN 10-401 conflicts with this chapter, contact HQ USAF/XOXW for clarification.

6.2. Transition from Steady State or Rotational Operations to Crisis. A thorough understanding of the AEF alignments, sustainable force levels, and surge trigger points is essential for all Air Force planners. Armed with this information, Air Force planners can meet crisis action requirements while minimizing the impact on current operations.

6.2.1. Notification to Deploy Forces. Notification to deploy forces will be an authorized CJCS order (e.g., alert, deployment, etc.) after the SECDEF approves a combatant commander's course of action (COA) IAW CJCSM 3122.02A. The specific type of order will be situation dependent. Regardless of the type of order, the coordination instructions within the order will direct TPFDD development and unit sourcing to meet the approved COA. The AFOG CAT will retransmit these orders to the AEF Center, AFCC, and MAJCOMs, adding any unique USAF guidance. Collectively, these orders, in conjunction with a SECDEF-approved CJCS order, authorize the use of supported and supporting combatant commander and MAJCOM forces aligned to the AEF, AEW, and Enabler libraries to meet crisis requirements.

6.2.1.1. COA TPFDD Development. Supported combatant commander planners have two options in COA TPFDD development: creating a COA TPFDD by using or modifying an existing TPFDD, or developing a new TPFDD (no-plan scenario). Supported AFCCs should request AEFC participation in COA TPFDD development or modification prior to execution, for supportability or feasibility assessment and to maximize the use of forces presented in the on-call AEF pair.

6.2.1.2. Presentation of AEF Forces. Specifically tailored forces are presented to theater commanders as AETFs using the AEF construct, by which a pair of AEFs define the level of deployment that can be sustained. A pair of rotating AEWs, one of which is on call at any given time, is also available to meet crisis-response requirements. In addition to the AEFs and AEWs, strategic ìenablerî or common user assets, such as long-range mobility, Special Operations Forces (SOF), and space forces are presented.

6.2.1.3. Sourcing Crisis Action Requirements. The AEFC will nominate sourcing for MAJCOM verification to meet crisis action requirements using a hierarchical progression that first examines whether residual forces available in the two on-call AEFs are suitable or capable. If these forces are insufficient, the AEFC will look to forces in the Enabler library and then to forces in the on-call AEW. When COA requirements exceed capabilities in the AEF pair, Enabler, and the

AEW (which includes CAF, MAF, LD/HD resources, and the ARC-aligned forces), then Air Force transitions to surge operations.

6.2.2. Surge Operations and Trigger Points. A key element of the AEF construct is that it aligns existing capabilities into sustainable force packages. When combatant commander requirements exceed those forces readily available in the sustainable (on-call) force packages, the trigger point is passed and the force enters surge operations. A surge is an accumulation of contingency commitments that can come from a single operation (e.g., Operation ENDURING FREEDOM or ALLIED FORCE) or a number of smaller contingencies, which exceeds the current on-call force packages. Entering surge normally requires a subsequent period of force reconstitution that may affect future steady state or rotational availability, thus allowing Air Force leadership to evaluate the feasibility of evolving COAs. Normal parameters for the day-to-day steady state AEF schedule, including limiting tempo to one 3-month deployment eligibility period in 15 months, may be overridden by the AFOG CAT for the duration of surge operations. There is no single, clearly identifiable transition point. Rather, specific functional areas may enter surge operations or surpass trigger points at different times (e.g., military working dog teams may enter surge before other security forces UTCs). CAF, MAF, and ECS resources enter surge periods independently as follows:

6.2.2.1. CAF aviation. Surge when requirements exceed the forces available in the two on-call AEFs and the on-call AEW. Use of AEW forces beyond 120 days also constitutes surge because it will require reaching forward beyond current AEF pair to provide an on-call capability.

6.2.2.2. MAF aviation. Surge when requirements exceed the HQ AMC/DO-set tasking limits established for each MDS.

6.2.2.3. LD/HD. Surge when requirements exceed the limits specified in the GMFP.

6.2.2.4. ECS. Surge when requirements exceed the forces (by specific functional area) available in the two on-call AEFs, Enabler, and the on-call AEW.

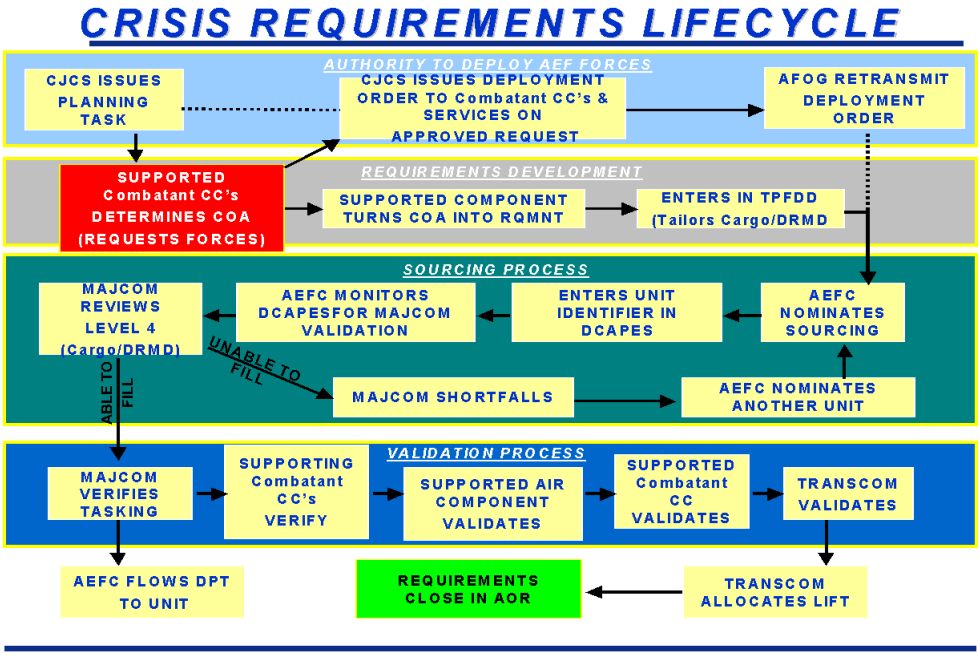
6.2.3. Disengagement. Entering a surge period requires analysis of disengagement from other commitments and analysis of the need for reconstitution of forces and assets. Identifying when a functional area enters a surge period is the responsibility of the AEFC, in coordination with owning or gaining MAJCOM, and the Air Staff FAMs. This information must flow rapidly to the AFOG CAT, which is responsible for notifying senior leaders. When required, the CSAF will address the issue of disengagement from steady state or rotational commitments with theater combatant commander and the CJCS. History has shown that as one theater escalates into a crisis response, other theater combatant commanders may increase their steady state and rotational requirements to offset potential increased risks.

6.2.4. Rotation of Crisis Forces. Crisis operations may require the initial response force to remain in place beyond their original on-call period to meet combatant commander-directed mission requirements. IAW combatant commander guidance, the AFCC will plan the rotation of crisis forces and build replacement ULN requirements in an operational PID.

6.2.5. Reconstitution of AEF Forces. When crisis operations require an AEF force to enter a surge period, the Air Staff FAM provides an assessment to the AFOG CAT on the impact to the AEF force alignment. This assessment will determine the need to reconstitute the force that entered the surge period.

6.3. Crisis Action Process. Support for a crisis is based on established SECDEF, CJCS, and HQ USAF/XO directives. In response to the supported combatant commander's request for forces and the air component identification of requirements, the AEFC will nominate ECS forces to fill requirements in support of crisis operations. Owning MAJCOMs will verify and approve sourcing, and the supported and supporting combatant commander's air component will validate them. The gaining MAJCOM may use mobilized or volunteer ARC forces when following the procedures outlined in paragraph **6.3.3.** of this chapter. **Figure 6.1.** illustrates the lifecycle of supported AFCC requirements in the crisis action process.

Figure 6.1. Crisis Requirements Lifecycle.



6.3.1. Crisis Action Sourcing Process. CJCSM 3122.01, AFMAN 10-401, and this instruction are the source documents for actions required during crisis action. AFMAN 10-401 provides detailed guidance on MAJCOM and FAM responsibilities. The AEFC will nominate ECS forces and UTCs for sourcing using a hierarchical progression, starting with forces from the current AEF pair, the Enabler, and then the forces in the on-call AEW libraries to meet crisis action requirements. The AEW will generally be tasked as a force package to meet the defined AEW capability. The AEW will be sourced after on-call AEFs and Enabler forces have been tasked, if not used as a first option. If the combat force packages have not been tasked, sourcing should not decrement the AEW ECS force capability without AFOG CAT coordination and approval. If transition to crisis results in execution of an established Prepare to Deploy Order (PTDO), the hierarchical progression described above applies to support PTDO. When combatant commander requested forces trigger a surge (exceed the capabilities within the on-call AEF pair, Enabler, and AEW libraries), the AEFC will coordinate with the AFOG CAT to ensure Air Force planners are aware of the impact on future capabilities. After exhausting these options, with AFOG CAT approval, the AEFC scheduler will reach forward to use other AEF pairs consistent with unit or UTC readiness/suitability/capability, combatant commander requirements, and the impact on current operations.

6.3.2. Crisis Action Verification and Shortfall/Reclama Process. Air Force components and MAJCOMs will verify sourcing nominations in JOPES NLT 39 days prior to EAD or initiate a shortfall/reclama request. New requirements with an EAD of less than 39 days require verification in the TPFDD NLT 48 hours after the AEFC has loaded a supportable Personnel Accounting Symbol (PAS) code into the TPFDD and DRMD. The above verification timeline applies to crisis TPFDD LOI. The AEFC is responsible for the suitability and appropriateness of TPFDD nominations. Components and MAJCOMs are responsible for determining the availability of the TPFDD-nominated ECS force or UTC. If nominated ECS forces or UTCs are not available, the verifying or validating agency will initiate the established shortfall/reclama request IAW AFMAN 10-401, CJCSI 1301.01B for individual augmentees, and this directive. The MAJCOM FAM will route ECS shortfall/reclama requests through the MAJCOM/CV or designated representative (MAJCOM CAT director, ECS IPT, etc.,) to the AEFC CAT using appropriate JOPES newsgroup. The shortfall request must state reason for the shortfall/reclama to include manning statistics (authorized, assigned, available) and mission degradation statement. If the AEFC is unable to identify a suitable replacement that can be validated, using the crisis action sourcing process, they will notify the AFOG CAT IAW procedures in AFMAN 10-401. The AFOG CAT will provide guidance to the AEFC for sourcing nominations outside of the current on-call AEF pair, AEW, and Enabler force. The AEFC must provide the following critical data to the AFOG CAT:

6.3.2. (AFMC) Reference Documents. AFMC/XP-AO monitors planning and process documentation and maintains the library of AEF reference documentation pertinent to command planning and execution of AEF requirements.

6.3.2.1. Forces in AEF, AEW, and Enabler libraries.

6.3.2.2. Forces tasked from the on-call AEF pair to support steady state or rotational operations (AEFs) or contingency operations.

6.3.2.3. Status of AEF and AEW on-call forces.

6.3.2.4. Current AEF and AEW cycle schedule.

6.3.2.5. AEF UTC Reporting Tool (ART) (or equivalent) report on AEF and AEW forces and resources.

6.3.2.6. Nomination of AEF-aligned ECS forces to AFCCs, MAJCOMs, and Air Staff.

6.3.2.7. Analysis to AFOG CAT on implications of emerging COAs on current operations, determining sustainability of AEF rotations, and reconstitution planning once personnel or weapon systems enter surge operations.

6.3.2.8. Identification of UTC shortfalls and IA reclamas that exceed the sustainable AEF-aligned force packages with recommended sourcing solutions.

6.3.3. Sourcing ARC Forces during Crisis Action. The AEFC will request ARC forces as necessary to ensure an appropriated Total Force mix is maintained. Sourcing procedures utilized for steady state and/or surge operations will be utilized for both AD and the ARC for deployment during crisis action. The ARC headquarters will fill taskings by coordination with it's gaining MAJCOMs, utilizing Mobilization authority as needed. The ARC headquarters will identify the ARC UTCs/UICs for mobilization. IAW AFI 10-402, Mobilization Planning, and any other AF-approved ARC activation procedures, gaining MAJCOMs will request mobilization authority through the AFOG CAT so that portions of their gained ARC forces can be activated. If mobilization authority is approved, the gain-

ing MAJCOM will direct activation of forces through the appropriate ARC headquarters and load UTC/UIC in the established TPFDD.

6.4. Transition from Crisis Action to Steady State or Rotational Operations. AFCCs and MAJCOMs must continuously assess their ability to meet current operations. This assessment must also consider the need to reconstitute any force that entered surge operations. The Air Staff FAM will provide the AFOG CAT and the AEFC an overall assessment on whether a need for reconstitution exists. Furthermore, the AEF Center will provide the AFOG CAT analysis and input to planning options for reconstitution. Responding to a crisis and expeditiously reconstituting (when necessary) to steady state or rotational posture with the least possible impact on the AEF schedule remains critical to the AEF concept. Several agencies are invaluable to the AFCC, AEFC, and MAJCOM staffs in evaluating reconstitution plans (e.g., for CAF aviation, the CAF SIPT; for CONUS-based MAF aviation, HQ AMC/DO in association with AFRC and ANG; for ECS, the ECS IPT and AEFC functional schedulers). Additionally, planners must balance post-hostility redeployment requirements with those needed to repopulate the AEFs. Planners should attempt to execute a first-in, first-out replacement plan while continuing to meet combatant commander mission requirements (e.g., one unit may have been first to deploy to a crisis but, due to its later position in the AEF schedule, may redeploy after a unit that arrived later in the crisis). The AEFC, in coordination with HQ USAF/XOO and MAJCOMs, will monitor SORTS and ART data to measure the impact on AEF forces. Additionally, the AEFC will monitor any emerging or newly established rotational engagement plans to ensure anticipated steady state requirements are supportable.

6.5. Establishing Steady State and Rotational Operations in the AEF Schedule. An AFCC should nominate to the AFOG CAT and HQ USAF/XO that their operations be recognized as steady state or rotational operations in the AEF schedules. Once incorporated in the AEF schedules, all other chapters of this document will apply.

6.5.1. Steady State and Rotational Criteria. All operations being considered for inclusion in the AEF schedule must meet the following steady state and rotational operation criteria:

6.5.1.1. Established supported combatant commander rotational requirement.

6.5.1.2. Duration of operation must not exceed 3 months per rotation and be envisioned to exist for greater than one calendar year unless overridden by AFOG CAT for surge operations (see paragraph **6.2.2.**). AFCCs should continually reevaluate requirements to minimize functions operated in surge.

6.5.1.3. Must have a PID/TPFDD/DRMD networked.

6.5.2. Approval Process. Once a mission meets the steady state or rotational criteria, the following process is followed to gain approval for inclusion in the AEF schedule:

6.5.2.1. AFCC specifies requirement and requests inclusion in the AEF schedule through AFOG CAT.

6.5.2.2. AFOG CAT validates that the mission meets steady state or rotational criteria and recommends its inclusion or exclusion in the AEF schedule to the CSAF after validating that the force structure in the AEFs is adequate to support the increase in steady state requirements.

6.5.2.3. CSAF approves inclusion or exclusion of mission in AEF schedule.

6.5.2.4. AFOG CAT notifies AFCC, Air Staff, all MAJCOMs, and AEFC of approval.

6.5.3. Inclusion in AEF Schedule.

6.5.3.1. AFCC provides deployment order with reporting and funding instructions, estimated tour lengths, and classification guidance, as a minimum.

6.5.3.2. AFCC translates requirements into standard UTCs to the maximum extent possible and provides to the AEFC.

Chapter 7

UTC MANAGEMENT FOR AEF PLANNING

7.1. General. This chapter provides policy, procedures, and responsibilities for the management of Air Force UTCs within the AEF construct.

7.2. UTC Posturing Concept Overview. In accordance with SECAF instructions, all airmen are ìinî the AEF construct unless they are determined to be ìout.î See paragraph **7.4.** for further definitions. The goal of current posturing guidance is to posture as many manpower authorizations into UTCs as possible. Typically, authorizations are grouped into standard deployable UTCs postured in the AFWUS and AEF libraries. Standard deployable UTCs represent a package of capability with a specific MISCAP, as defined in the MEFPAK, and are designed to reduce the amount of detailed planning and coordination needed during combatant commander COA TPFDD development. ***NOTE:*** A UTC is used to describe Air Force capability, not availability. With unit coordination, Air Staff and MAJCOM FAMs posture UTCs based on the sequencing and priority guidance defined by each FAM. Positions that cannot be aligned with a standard deployable UTC will be postured into an ìassociatedî UTC (A-UTC). A-UTCs identify deployable positions that cannot be described with or do not fit into an existing standard deployable UTC. A-UTCs do not contain MISCAPs and are not available for use by a combatant commander or its component to describe deployment requirements in an executable TPFDD; however, they do provide AEF association for people assigned to those positions in the UTC. The capability of an A-UTC is defined by the capability of the authorizations within the UTC. A-UTCs provide a pool of capability to meet alternate or IA requirements.

7.3. Teaming Guidance. Teaming ensures individuals who train together at their home location also deploy together as a team. The concept is designed to provide combatant commanders a trained and integrated team, ready to do its job with minimal AOR training, as soon as it reaches its deployed location. There are various aspects to teaming that must be considered when allocating UTCs to the AEF libraries and in sourcing UTCs for steady state TPFDDs.

7.3.1. At the most basic level, teaming ensures that all individuals who make up a particular UTC come from the same origin or unit, i.e., these UTCs are not fragged across multiple origins. To frag UTCs across multiple bases, the Air Staff FAM must receive approval from HQ USAF/XOXW.

7.3.2. At the unit level, teaming means that the majority of individuals within a functional area at a deployed location come from the minimum number of origins. This teaming guidance applies mostly to the wing level and below but should be used when practical for teams from the NAF level and above.

7.3.3. The objective of teaming is to ensure that all ECS UTCs at an employment location come from as few bases as practical. Priority of ECS sourcing will be to the lead wing, followed by other aircraft-providing bases or sister wings, and finally non-aircraft-providing units.

7.3.4. In order to maximize the teaming concept consistent with functional area direction, wings are expected to incur significant pain before sacrificing teaming. The final decision rests with the commander to judge when the level of home station operation is optimal in relation to team contribution. When the AEFC is called upon to nominate UTCs from AEF X, they must select the appropriate

UTCs that maximize the teaming concept. When UTC tasking exceeds capability to support, MAJCOMs will use the reclama/shortfall process (paragraph **5.10.**).

7.3.5. MAJCOM FAMs will ideally allocate all their standard deployable UTCs from the same base into two AEF libraries. However, posturing capability into only two AEF libraries may impact the number of UTCs a unit can make available to deploy in support of the AEF construct. Regardless of the cause, if a unit's UTC availability is negatively affected by the current teaming policy, the MAJCOM FAM will coordinate with the Air Staff FAM and the AEFC to determine if the functional area is sufficiently stressed to support realignment to make more of the functional capability available. ***NOTE:*** Sufficiently stressed refers to functional areas where there is insufficient depth of available capability postured in the AEF libraries to meet deployment requirements. The Air Staff FAM, with DCS (two-letter) approval, will forward the recommendation to realign, through the AEFC ECS IPT liaison office, to the MAJCOM ECS IPT for action. The decision to realign to more than two AEFs should be weighed against potential negative impacts on teaming and the original goal of minimizing the number of origins at FOLs. In some cases, full posturing of available capability may make the realignment and the resulting negative impact on teaming unnecessary. Regardless, when required, priority should be given to making maximum capability available while still using other tools and strategies available to optimize teaming.

7.3.6. Capability in A-UTCs and standard deployable UTCs from the headquarters staffs will be spread across the maximum number of rotations to maximize availability since teaming is not an issue for staff augmentation requirements.

7.4. What Is ìInî and What Is ìOut.î

7.4.1. All military authorizations are inherently deployable (îinî) unless specifically exempted (îoutî). The AF-approved list of "outî categories includes students, training, and pipeline (STP); Joint; recruiting; AFROTC; liaisons, unaccompanied 12-month assignments; and Single Integrated Operations Plan (SIOP) tankers. Additional categories may be approved by MAJCOM/CVs. Areas that have been designated as ìoutî will not normally be postured into UTCs.

7.4.2. MAJCOM manpower offices will be responsible for documenting all positions as either ìinî or ìout.î This will be accomplished using the Manpower Data System (MDS), which will not be available for use until Spring 2003.

7.5. TPFDD Libraries. There are ten AEFs with two on-call crisis response AEWs and one Enabler Force. The available UTCs (a UTC/UIC combination) not allocated to an AEW or Enabler Force are allocated to present relatively equal capabilities across the ten AEFs. Allocation to the ten AEFs is based on the ECS IPT approved alignment matrix. That allocation is represented in JOPES as 13 Air Force TPFDDs (ten AEFs, two AEWs, and the Enabler Force). These TPFDDs are referred to as AEF libraries. **Table 7.1.** provides a description of these TPFDDs for Cycles 3 and 4. Libraries change each cycle, with the last number indicating the AEF cycle (e.g., Cycle 3, AEF7 = 087F3; Cycle 4, AEF7 = 087F4, etc.).

Table 7.1. AEF Library Coding for AEF Cycles 3 and 4.

	Deploy/On-Call Period	Cycle 3 TPFDD	Cycle 4 TPFDD
Cycle Period	Every 3 Months	1 Mar 02 to 31 May 03	1 Jun 03 to 31 Aug 04
AEF 1	}	081F3	081F4
AEF 2	}	082F3	082F4
AEF 3	}	083F3	083F4
AEF 4	}	084F3	084F4
AEF 5	}	085F3	085F4
AEF 6	}	086F3	086F4
AEF 7	}	087F3	087F4
AEF 8	}	088F3	088F4
AEF 9	}	089F3	089F4
AEF 10	}	080F3	080F4
AEW A	Rotational Duties	08AW3	N/A
AEW B	Every 4 Months	08BW3	N/A
Enabler Force	Continuous	08EB3	08EB4

7.6. Posturing Capability Into UTCs. Overview of actions required by MAJCOM FAMs in coordination with their units to update posturing and coding to meet current guidance.

7.6.1. Ensure original posturing and coding of standard deployable UTCs is correct.

7.6.2. Was every ìinîposition used to build the maximum number of deployable UTCs?

7.6.3. Can any more standard deployable UTCs be made from residual ìinî positions?

7.6.4. Was posturing based on FAM priority and sequencing guidance?

7.6.5. Review availability coding to ensure it reflects the full participation capability of the unit based on current guidance.

7.6.6. Review impact of teaming guidance on AEF alignment and coordinate changes to AEF alignment if required.

7.6.7. Place positions that do not fit into a standard deployable UTC into A-UTCs.

7.6.8. Move ìinî and deployable capability formerly in nondeployable ìNî coded UTCs to A-UTCs.

7.6.9. At wing-level unit, align capability into A-UTCs that match current AEF alignment.

7.6.10. Above wing level, align capability designed for IA or staff augmentation across maximum number of rotations.

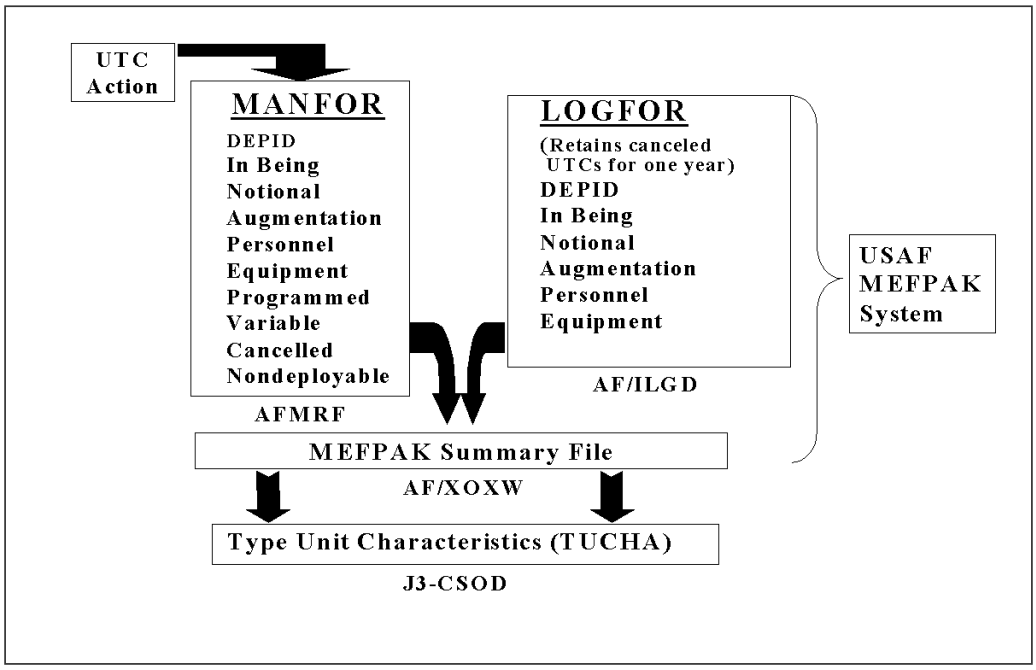
7.6.11. Posture A-UTCs at the UIC level, in functionally aligned UTCs.

7.6.12. At wing-level units, use an A-UTC per aligned rotation based on unit's function.

7.6.13. Above wing level, use number of functional A-UTCs required to describe duty functions.

7.7. UTC Development. When all the details of a UTC are developed (personnel data and/or logistics data), the UTC is then registered in the TUCHA file maintained by the Joint Staff. **Figure 7.1.** provides an overview of the UTC development flow and responsible agencies. Units that provide forces are identified by a unit identification code (UIC). There is a unique UIC for every unit in the Air Force. To provide a central database for planning and UTC availability, HQ USAF/XOXW manages the AFWUS in the WMP System. The AFWUS is the approved official Air Force system for identifying the availability of all Air Force UTCs. UTC/UIC combinations are placed in the AFWUS by the parent MAJCOM. All standard deployable and associated UTCs will be placed in the AFWUS. If a UTC is not placed in the AFWUS, it cannot be used for taskings in steady state operations or contingency and deliberate plan TPFDDs. When sufficient resources are available, units can posture multiple instances of the same UTC/UIC combination. In those situations, a unique record number (RecNum) in the AFWUS represents each instance. Placing a UTC in the AFWUS means the UTC at that unit is potentially available for deliberate, steady state, and/or crisis action planning.

Figure 7.1. UTC Development Flow.



7.7.1. UTC Right Sizing. A right-sized UTC is one that provides a generic building block capability. This provides greater flexibility to planners and enables optimal support to the warfighting combatant commander or component. When integrated with other right-sized UTCs, it provides greater mission capability needed to support an AEG, AEW, or AETF. Right-sized UTCs will minimize the need for fragging and tailoring in both the deliberate and crisis action planning processes. In order for a UTC to be considered right sized, it must meet the following criteria:

7.7.1.1. Modular/Scalable. UTCs will be modular/scalable. They can be used across the spectrum of operations, whether for peacekeeping operations, humanitarian relief operations (HUMRO), steady state, small-scale contingencies, or combined with additional UTCs to meet OPLAN

requirements. Small UTCs that build upon each other may be necessary to provide greater capability at a given location. A key element in modular/scalable UTCs is that the resources that make up a UTC are mutually exclusive of each other. For aviation units, squadrons will be tasked with a lead element and two or three follow-on elements depending on number and type of aircraft. Unless specifically designed otherwise, a UTC can be deployed to any AOR and originate from a unit from any MAJCOM.

7.7.1.2. UTCs should be developed so that the entire UTC can be tasked from a single organization. This will eliminate the need to fragment the UTC across multiple units. For aviation UTCs, it will still be necessary to task resources from other key organizations (e.g., maintenance, intelligence, supply, etc.).

7.7.1.3. Unless specifically designed otherwise, UTCs must be capable of stand-alone operations within their functional area. The UTC should be able to perform its mission from a bare base or established main operating base or, if designed to meet main operating base requirements, must be able to combine with additional UTCs to meet requirements of bare base operations.

7.7.2. Parent/Child UTCs. UTCs are considered to be parent/child UTCs when the same manpower position is in more than one UTC in the AFWUS. Parent/child UTCs will not be approved and should no longer be postured. A funded Air Force manning position will be assigned to no more than one UTC. When posturing additional UTCs, it is imperative not to create parent/child relationships. The following definitions are provided to avoid the creation of parent/child UTCs:

7.7.2.1. A UTC is a parent if any of the population in the larger parent UTC is also aligned to one or more corresponding subset or children UTCs.

7.7.2.2. Child UTCs are UTCs that provide a partial capability of the parent and in which all the positions in the child UTC are also found in the parent UTC.

7.7.2.3. A UTC is also considered to be a child if, when combined with other child UTCs, the compilation of all positions and capability in the child UTCs approximates the positions and capability of the parent.

7.8. AFWUS AEF Codes. Enabler forces are those forces that meet one of the following descriptions:

7.8.1. Low density/high demand (LD/HD) assets, also called limited availability assets (LAA), either aviation or support forces, that should not be placed in one of the ten AEFs or two AEWs due to their limited availability or unique nature (e.g., RED HORSE units). Most assets listed in the GMFP memorandum are listed as LD/HD assets.

7.8.2. Global Mobility Task Force (GMTF), formerly know as Global Reach Laydown (GRL), includes strategic airlift and associated support assets.

7.8.3. Special operations forces (SOF), but not necessarily those ECS forces assigned to Air Force Special Operations Command (AFSOC), unless their UTC provides unique capabilities for supported SOF forces and/or are funded by US Special Operations Command (USSOCOM).

7.8.4. Forces retained for immediate response to HUMROs, noncombatant evacuation operations (NEO), or theater crisis and disaster responses (e.g., EUCOM medical crisis response teams). These forces are allocated to the Enabler library and used as an initial response only. Follow-on support should be obtained from the on-call AEF.

7.8.5. Theater battle management (TBM) includes AOC, AFFOR, and tactical air control forces.

7.8.6. Republic of Korea (ROK) in-place UTCs for units on the Korean Peninsula.

7.8.7. Army support (coded ARY in AFWUS) includes Air Force UTCs, such as weather UTCs, which support Army operations.

7.8.8. All deployable UTCs will have a corresponding AEF library code. See **Table 7.2.**

Table 7.2. AFWUS AEF Codes.

AFWUS CODE	DESCRIPTION		AFWUS CODE	DESCRIPTION
AEF01	AEF1		E-GRL	Enabler Global Mobility Task Force
AEF02	AEF2		E-PAC	Enabler PACAF NEOs/HUMROs
AEF03	AEF3		E-EUR	Enabler Europe NEOs/HUMROs
AEF04	AEF4		E-LAA	Enabler Limited Asset Availability
AEF05	AEF5		E-ROK	Enabler Republic of Korea
AEF06	AEF6		E-TBM	Enabler Theater Battle Management
AEF07	AEF7		E-LMW	Enabler Lead Mobility Wing
AEF08	AEF8		E-SOF	Enabler Special Operations Forces
AEF09	AEF9		E-ARY	Enabler Army Support
AEF10	AEF10			
AEW0A	AEW A			N/A after Cycle 3
AEW0B	AEW B			N/A after Cycle 3

NOTE: The above codes will be used in the AFWUS AEF column to indicate to which AEF each UTC is aligned. These codes must be CAPITALIZED.

7.9. Standard Deployable UTCs.

7.9.1. At the wing and base unit level, posture the maximum number of standard deployable UTCs based on FAM prioritization and sequencing instructions that can be found on the AEFC web site at **https://aefcenter.acc.af.mil/ecs/**. These instructions provide the functional area concepts of operation and the UTC structure that supports it. The Air Staff FAM determines which UTCs are available for planning purposes by the air components and which UTCs will be postured by the MAJCOMs. These two sides (requirements and capability) must match. UTCs used by components to state requirements in TPFDDs should match the UTCs that providing commands have postured. The MAJCOM FAM, based upon Air Staff FAM guidance, determines which organizations will posture the required UTCs and the quantity. The prioritization and sequencing refers to the guidance MAJCOM FAMs provide to units when they attempt to maximize the number of UTCs postured and the number of authorizations used. Units and MAJCOMs should contact their Air Staff FAM if they have any questions on the FAM guidance. These instructions will be reviewed and updated by the Air Staff FAMs as part of the normal AEF planning cycle, 12 months prior to the next AEF cycle. Updates and UTC additions and deletions should be based on input from MAJCOM or component FAMs and the AEFC.

7.9.2. Use all funded ìinî positions without regard to home station requirements when building UTCs. Availability coding is used to show capability unavailable for deployment due to home station requirements. Positions that are ìoutî will not normally be used to posture UTCs. When posturing UTCs, the skill level of the positions postured in the UTC should match the skill requirements listed for the UTC. Substitutions of skill level and grade are allowed as referenced in the MISCAP; however, the UTC must still be able to perform its MISCAP. Additionally, for posturing, units can fill lower skill or grade requirements with a higher skill or grade position. However, skill grade substitutions allowed at execution are based on the original UTC requirements.

7.9.3. Units above wing level (each UIC) should posture standard deployable UTCs as directed by FAM guidance. Some above-wing-level units are designed to fill a heavy deployment requirement during contingencies, e.g., AOCs from NAFs. These requirements and the capability to fill them should be stated and postured into standard deployable UTCs. However, positions assigned above the wing level often cannot be described with standard deployable UTCs. In addition, limited availability of above-wing-level positions for simultaneous deployment makes positions assigned to above-wing-level units better suited to meet IA requirements during contingencies to fill combatant commander staffs. For this reason, much of the above-wing-level capability will be postured into A-UTCs as described below. Regardless, in coordination with units, MAJCOM and Air Staff FAMs should posture standard deployable UTCs when able to show capability that can be coded as available AEF support. As with all UTCs, personnel assigned to A-UTCs can be exchanged with personnel in standard deployable UTCs to meet deployment requirements as long as the individual's AEF alignment is not changed.

7.9.4. Standard deployable UTCs will be given appropriate availability coding as described in paragraph **7.12.** below.

7.10. "Associated" UTCs.

7.10.1. Capability that cannot be defined with a standard deployable UTC will be postured into an "associated" UTC (A-UTC). A-UTCs are placeholders for all deployable positions that cannot be described or do not fit into an existing standard deployable UTC. These positions were formerly placed in "N" coded nondeployable UTCs as described in the 22 June 2001 HQ USAF/XO posturing message. The nondeployable or "N" coded UTCs have been eliminated and will no longer be used in the AFWUS. "N" coded UTCs caused confusion because many of the positions within the "nondeployable" coded UTC were deployable. These deployable positions will now be postured into A-UTCs. A-UTCs are DEPID code 6 UTCs that do not contain a MISCAP, are not reported in ART, do not describe deployment requirements in a TPFDD, and the specific A-UTC 5-digit identifier (e.g., QFEZZ) will not to be used in an executable TPFDD. However, they do provide AEF association for the people assigned to those authorizations.

7.10.2. A-UTCs will be postured in the AFWUS and allocated to the AEF libraries. The A-UTCs in the libraries will have level 4 detail added through DCAPES. The ìAUTHî column in the AFWUS will be updated manually to show the number of positions in the A-UTC. The 3-digit availability code in the ìNSUTCî (nonsourced UTC) column in the AFWUS will begin with ìAî and identify the UTC as an associated UTC not intended for use in a deployable TPFDD.

7.10.3. An A-UTC's 5-character alphanumeric UTC designator will be constructed using the functional groupings from AFMAN 10-401, Table 6.1. The UTC designator will begin with the characters defined in **Table 7.3.** below, and undefined characters will be filled with the letter "Z." The "Z" in the

last character will identify the UTC as an A-UTC. Examples include 3FZZZ for fighter aircraft, 9ALZZ for life support, and XFFCZ for chaplains.

Table 7.3. A-UTC Designators.

UTC	A-UTC DESIGNATORS
Series	**Title**
1SZZZ	SPC SPACE, AIR DEFENSE, MISSILES
3AZZZ	ABC AIRBORNE COMMAND AND CONTROL AIRCRAFT
3BZZZ	SBS BOMBER AIRCRAFT
3CZZZ	ABC AIRBORNE BATTLEFIELD COMMAND AND CONTROL
3DZZZ	TEW ELECTRONIC COMBAT AIRCRAFT
3EZZZ	ADI AIR DEFENSE AIRCRAFT
3FZZZ	FTR FIGHTER AIRCRAFT
3HZZZ	HEL HELICOPTERS
3MZZZ	MAL MILITARY AIRLIFT
3NZZZ	ALF TACTICAL AIRLIFT
3RZZZ	SRE RECONNAISSANCE AIRCRAFT
3SZZZ	SOF SPECIAL OPERATIONS AIRCRAFT
3TZZZ	CSR SEARCH AND RESCUE AIRCRAFT
3WZZZ	WXX WEATHER AIRCRAFT
3YZZZ	ARS REFUELING AIRCRAFT
3ZZZZ	OPS OPERATIONS
4FZZZ	CES CIVIL ENGINEERING
6AZZZ	SOF SPECIAL OPERATIONS COMMUNICATIONS
6FZZZ	C-E RECON COMMUNICATIONS
6KZZZ	C-E COMMUNICATIONS AND INFORMATION SYSTEMS
6SZZZ	SPC SPACE
7EZZZ	MOB MOBILE COMMAND AND CONTROL
7FZZZ	TBM THEATER BATTLE MANAGEMENT
7FVLZ	AOP AIRFIELD MANAGEMENT
81ZZZ	STT SPECIAL TACTICS
9ACZZ	CMD COMMAND POST
9AEZZ	ESC TCN ESCORTS
9AFZZ	SEA FIRST SERGEANT

UTC Series	A-UTC DESIGNATORS Title
9ALZZ	ALS LIFE SUPPORT
9AMZZ	MEO MILITARY EQUAL OPPORTUNITY
9APZZ	PRO PROTOCOL OFFICER
9AQZZ	ACQ ACQUISITION
9ARZZ	RCC RESCUE COORDINATION CENTER
9ASZZ	SCI SCIENTIST
9PJZZ	REC PERSONNEL RECOVERY OPERATIONS
CSZZZ	M-O MANPOWER
FFAZZ	MED MEDICAL AUGMENTATION
FFBZZ	MED MEDICAL SERVICES BLOOD
FFCZZ	MED CASUALTY RECEIVING HOSPITAL
FFDZZ	MED CLINIC
FFEZZ	MED USAF HOSPITAL
FFFZZ	MED USAF NAMED MEDICAL CENTER
FFGZZ	MED ARC IN GARRISON SUPPORT
FFHZZ	MED HQ PERSONNEL
FFKZZ	AES AEROMEDICAL EVACUATION
FFLZZ	AES AEROMEDICAL STAGING FLIGHT
FFMZZ	MED AEROSPACE MEDICINE
FFZZZ	MED MEDICAL
HEZZZ	MNT MAINTENANCE
HFZZZ	MNT MAINTENANCE
HGZZZ	MMS MUNITIONS
HHZZZ	MMS MUNITIONS
HRZZZ	MNT CSAR MAINTENANCE
JFAZZ	POL FUELS
JFBZZ	SUP SUPPLY
JFDZZ	POL FUELS
JFPZZ	SUP SUPPLY
JFRZZ	SUP SUPPLY
KAZZZ	TEV TEST AND EVALUATION

UTC Series	A-UTC DESIGNATORS Title
KCZZZ	R&D RESEARCH AND DEVELOPMENT
LBZZZ	BND BAND
LWZZZ	SVS SERVICES
PFZZZ	INT INTELLIGENCE
QFAZZ	OSI COUNTERINTELLIGENCE
QFBZZ	OSI COUNTERINTELLIGENCE
QFDZZ	SFS SECURITY FORCES
QFEZZ	SFS SECURITY FORCES
QFFZZ	SFS SECURITY FORCES
RFBZZ	PER PERSONNEL
RFGZZ	HST HISTORIAN
UFBZZ	APO AERIAL PORT
UFMZZ	TRN TRANSPORTATION MOVEMENT
UFTZZ	TRN TRANSPORTATION
TFZZZ	TNG TRAINING
TRFZZ	TNG AIR RESERVE TRAINING
TRGZZ	TNG AIR NATIONAL GUARD TRAINING
XFBZZ	BBS BARE BASE
XFFAZ	CMP COMPTROLLER
XFFCZ	CHP CHAPLAIN
XFFGZ	PAO PUBLIC AFFAIRS
XFFJZ	JAG JUDGE ADVOCATE GENERAL
XFFKZ	CON CONTRACTING
XFHZZ	LOG LOGISTICS
XFMZZ	MDS MILITARY DECEPTION SUPPORT
XFPZZ	OSS OPERATIONAL SUPPORT SQUADRON
XFQZZ	WNG SIOP COMMAND POST OPS
XFSZZ	SER SERE
XSMZZ	SFT SAFETY
XWZZZ	WEA WEATHER

7.10.4. Positions in the A-UTC from the base or wing level are normally used for home station support before withholding a whole deployable UTC. They also provide a pool of capability to fill alternate backfill for deployable and available UTCs. A-UTCs postured at the wing or base level will be aligned to the same rotations as the unit's standard deployable UTCs. The UTC designator will match the functional grouping that best describes the unit's mission. Only one UTC per UIC, per aligned rotation, is required; however, more can be postured to show availability if required. The AFSCs of all the positions assigned to the base or wing unit's A-UTC do not need to match the functional code of the UTC unless increased fidelity on functional capability is required or directed. Positions in an A-UTC postured at the wing or base-level units are intended for use by the commander to meet home station requirements and alternate or substitution capability for standard deployable UTCs. However, the AEFC may request a position in an A-UTC before breaking a standard deployable UTC to fill an individual augmentation requirement.

7.10.5. At units above wing level (nontraditional force providing units), the A-UTC represents AEF-aligned capability or positions not in a standard deployable UTC but intended to fill combatant commander staffs or IA requirements. Above-wing-level A-UTCs will be aligned across the five AEF rotations to evenly distribute deployable capability intended to support combatant commander staff and IA requirements. The UTC designator will be based on the functional grouping that best describes the duty AFSC or functional capability of the positions. ***NOTE:*** The 9-, 9AA-, 9AB-, 9AD-, and CT-series UTC codes will not be used above wing level since ìheadquartersî is not descriptive of the functional capability of positions assigned to the UTC. Since many MAJCOM and Air Staffs are cross-functional, each UIC may have several different A-UTCs postured per rotation. These UTCs will be postured with level 4 detail to describe the capability of the positions assigned to the A-UTC.

7.10.6. Posturing will be at the directorate (UIC) level with distribution and availability coding provided by MAJCOM FAM with DCS-level (or MAJCOM equivalent) coordination and approval. Aggregation of capability at a higher level, such as the two-letter level, is allowed if the same deployment manager manages all positions.

7.10.7. The AEFC will forward valid requests for combatant commander staff augmentation or IA requirements to the MAJCOM FAM. Requirements will be filled with standard deployable UTCs when available. Personnel in A-UTCs can be used as alternates for standard deployable UTCs in the same AEF rotation or can be used to fill the requirement if no standard deployable UTC is available. Not all positions in the A-UTC may be available to deploy. NSUTC availability coding indicates how many positions the commander can make available. When required, a reclama will be generated and approved at the DCS (2-letter) level or MAJCOM equivalent. If the requirement cannot be filled, the MAJCOM FAM will shortfall the requirement back to the AEFC.

7.10.8. When appropriate, and approved by the Air Staff FAM, above-wing-level units that previously postured their capability into one-person UTCs coded DXX may delete the old one-person UTCs and reposture the positions into A-UTCs.

7.11. Nondeployable UTCs. Some nondeployable UTCs are postured in the AFWUS solely for the purpose of showing in-place sustainment requirements in combatant commander TPFDDs. These nondeployable UTCs typically end with an ìAA,î although there are exceptions. Deployable capability will be postured in standard deployable or associated UTCs. Enter NPRM (in-place warfighting), NFND (foundation), or NMOB (mobility) in the NSUTC column to show the mission that best describes the nonde-

ployable UTC. Authorizations that have been counted "in" as described in paragraph **7.4.** should not be placed in nondeployable UTCs.

7.12. Availability Coding.

7.12.1. Availability coding is designed to show the amount of capability, as defined by UTCs, a unit can deploy to support AEF requirements. Coding must support requirements across the spectrum of conflict. The codes are located in the ìNSUTCî column of the AFWUS and are also reflected in the first digit of the ULN structure of the UTC in the AEF libraries.

7.12.2. The first digit of the NSUTC code (D for ìdeployableî or A for ìassociatedî) shows the deployable capability as a standard deployable UTC or an ìAssociatedî A-UTC.

7.12.3. The second digit is either ìWî or ìX.î The ìWî is given to UTCs that represent the maximum simultaneous deployment capability of the unit for contingencies, up to and including major theater war. The total number of ìWî coded UTCs postured by a unit, across all its assigned libraries, represents the maximum number of UTCs the unit can deploy at one time. This level of deployment capability defines the unit's most stringent tasking capability. This will always be equal to or greater than tasking currently listed on Part II of their DOC statement unless the unit's mission has changed. Remember, the maximum number of UTCs a unit can deploy at one time cannot exceed the total number of "DW_" coded UTCs across all libraries. The "X" is given to UTCs beyond the maximum simultaneous deployment capability of the unit.

7.12.4. The last digit is either ìSî or ìX.î The ìS,î which stands for steady state sustainable support, identifies the UTC as available to support taskings within its aligned AEF rotation without exceeding the unit's capability to sustain critical home station operations. The "X" represents UTCs that are not normally available within the steady state rotational construct without exceeding the unit's capability to sustain critical home station operations. Steady state sustainable support is not tied to a mission like Operation SOUTHERN WATCH or an OPLAN ID, but refers to the level of support or capability that can be provided within the AEF rotational construct (3-month rotation, with each unit normally aligned to two rotations per 15-month cycle).

7.12.5. Availability coding will not be used to justify manpower programming actions, such as program element code (PEC) changes, nor will it be used as justification to cancel pending or potential CS&P actions. Enter the UTCs for force packages that the unit is expected to be able to simultaneously support. As a minimum, AFWUS UTCs with an NSUTC code of "DWS" or "DWX" and UTCs associated with in-place wartime missions must be included in Part II of the DOC statement and reported in SORTS. See AFI 10-201, *Status of Resources and Training System,* for current DOC and SORTs requirements for UTCs with availability codes that start with DW.

7.13. Availability Codes for Standard Deployable UTCs.

7.13.1. DWS. DWS UTCs are available to support the full spectrum of requirements within their aligned AEF libraries. They, along with UTCs coded DWX, define the maximum simultaneous deployment capability of the unit during surge operations (surge is defined as when requirements exceed the ìD_Sî coded UTCs within the AEF pair), including ìreach forwardî into additional libraries, to meet all taskings. UTCs coded DWS in the AFWUS will have a ULN that begins with 1 when placed in the AEF library.

7.13.2. DWX. DWX UTCs are not normally available to support AEF steady state rotational requirements within their aligned AEF library; however, they can be made available during surge operations (surge is defined as when requirements exceed the ìD_Sî coded UTCs within the AEF pair). The total number of ìWî coded UTCs (DWX and DWS) defines the total number of UTCs of that type that can be deployed simultaneously during surge operations. Again, the maximum number of UTCs a unit can deploy at one time cannot exceed the total number of ìDW_î coded UTCs across all libraries. UTCs coded DWX in the AFWUS will have a ULN that begins with 5 when placed in the AEF library.

7.13.3. DXS. DXS UTCs can normally deploy in support of AEF requirements within their assigned rotation. The third digit ìSî (DWS and DXS) identifies UTCs that can be tasked within their aligned AEF pair before entering surge. However, the second digit ìXî represents UTC capability that is beyond what the unit can make available for maximum simultaneous deployment across all libraries during surge operations. During surge operations that require ìreach forward,î a DXS UTC may not be available if the number of deployed UTCs (of the same type) equals the total number of ìDWî UTCs postured across all libraries. Reasons for coding a UTC ìDXSî include UTC cannot be deployed while another UTC of the same type is deployed due to critical home station requirements, or the UTC shares equipment with another UTC of the same type; therefore, only the UTC with custody of the equipment can deploy. UTCs beyond what a unit can equip simultaneously are coded ìDX_.î Additionally, if only one UTC of its type is postured by a unit, it cannot be coded DXS, since, within its unit, that UTC represents the maximum simultaneous deployment capability for that UTC type and should therefore be coded DWS. UTCs coded DXS in the AFWUS will have a ULN that begins with 3 when placed in the AEF libraries.

7.13.4. DXX. DXX UTCs have the capability to meet the MISCAP of the UTC, but the UTC is not normally available for deployment. Use of the DXX as a code for UTCs should be reserved for those UTCs, which, if deployed, would risk, or actually create, significant and lasting harm to the capability and readiness of the unit to support the home station mission or train and equip future deployable AEF capability (see notes following **Figure 7.3.**, UTC Coding Logic Tree). Deployment of a DXX UTC will only be requested during times of HQ USAF/XO-approved surge and will only be done in coordination with the MAJCOM FAM who will confirm availability with the providing commander. If tasked, DXX UTCs can support any task across the spectrum of conflict; however, the total number of UTCs deployed will not exceed the total number of ìDW_î UTCs of the same type postured across all libraries. UTCs coded DXX will have a ULN that begins with 7 when placed in the AEF libraries.

7.13.5. Availability codes can be given a fourth-digit suffix to refine or modify the availability code. A fourth digit of ìEî shows that the UTC, despite how it was coded based on funded authorizations, is chronically empty because of manning shortfalls and is expected to be empty throughout the next 15-month cycle and should not be used for deliberate planning. A fourth digit of ìPî shows that a specific DXX coded UTC will be required in place and will not be able to deploy even if nominated during surge tasking due to critical in-place warfighting and/or sustainment requirements. The authorizations within the UTC are always required for the critical in-place mission. The requirement cannot be supported by nondeployable "out" authorizations, authorizations from A-UTCs, or authorizations postured in the unit's other AEF rotations. See paragraph **7.3.**, Teaming Guidance, if the number of AEF rotations assigned to the unit limits UTC availability.

7.14. Availability Codes for A-UTCs. Availability coding for A-UTCs provides the AEFC and the unit commander with a reference on how many positions a unit expects to have available for IA taskings. It also provides insight on equipment (i.e., mobility bags, chemical defense equipment) and training require-

ments and costs. Unlike availability coding for standard deployable UTCs, availability coding for A-UTCs shows the commander's intent on how many positions and for what level of conflict he can make positions available for tasking. Since most IA and staff augmentation requests are very specific, the commander must be flexible in switching authorizations in an AXX coded A-UTC for a position in an available A-UTC as long as both positions are in the same rotation.

7.14.1. AWS. A-UTCs coded AWS contain authorizations available for requirements across the spectrum of conflict. A-UTCs coded AWS in the AFWUS will have a ULN that begins with 2 when placed in the AEF libraries.

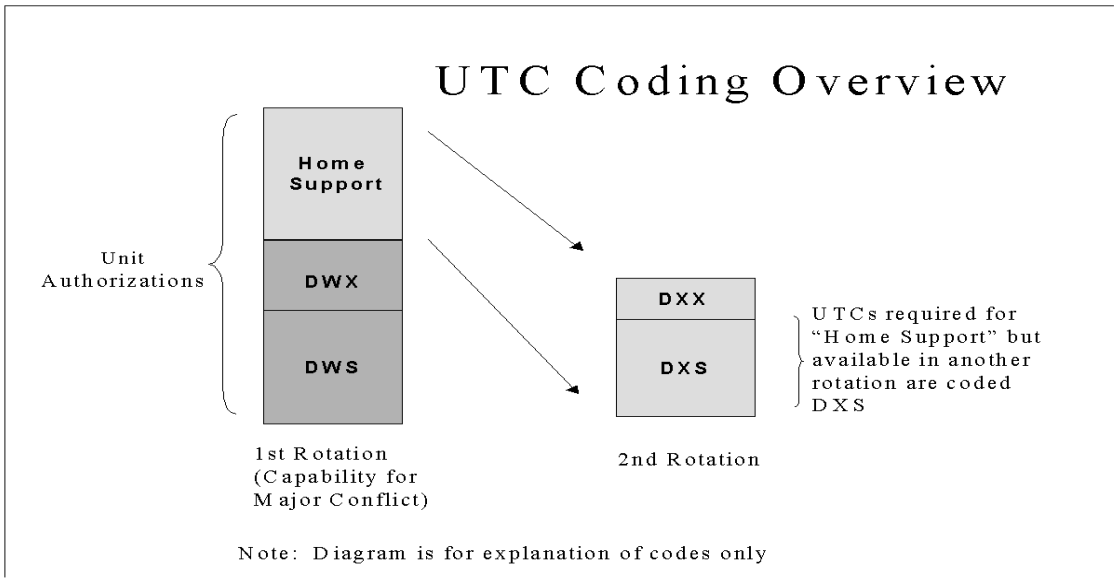
7.14.2. AXS. A-UTCs coded AXS are normally available within their rotation but may not be available during levels of increased conflict because of commitments to wartime tasks such as CAT duty. UTCs coded AXS will have a ULN that begins with 4 when placed in the AEF libraries.

7.14.3. AWX. A-UTCs coded AWX can normally be made available during levels of increased conflict. UTCs coded AWX will have a ULN that begins with 6 when placed in the AEF libraries.

7.14.4. AXX. A-UTCs intended for unit commander use only are coded AXX. Authorizations in AXX coded UTCs can swap or be an alternate for positions in available UTCs. Although not coded available, the AEFC may request an AXX position to fill a valid requirement. UTCs coded AXX will have a ULN that begins with 8 when placed in the AEF libraries.

7.15. Graphic Illustration of Codes for Standard Deployable UTCs. The following diagram (**Figure 7.2.**) is not an illustration of how to posture and code UTCs but is intended to explain how the codes apply to a unit's deployable capability. The first column includes the deployable capability available to meet the unit's most stringent tasking. Deployable capability is represented as a combination of DWX and DWS coded UTCs. DWS is maximum level of capability that can be provided without causing or risking lasting damage to the unit's operational or sustainment capability and reflects the level of support consistent with steady state rotations. DWX is additional capability that becomes available when the unit meets its most stringent tasking. "Home Support" in the first column represents deployable capability (stated in UTCs) that cannot be made available during the unit's most stringent tasking due to critical in-garrison wartime activities. Under the pre-AEF construct, the capability in the DWS and the DWX UTCs represented the full deployable capability of the unit. However, the rotational nature of the AEF construct provides access to additional deployable capability. If the DWX and DWS UTCs in the first column represent the UTCs committed to a major conflict during the unit's first rotation, the UTCs that stayed home (home support) become available during the unit's second rotation. The DWS and DWX UTCs that deployed during the first rotation are back and can support the base's home support requirements during the unit's second rotation. Those UTCs that can deploy during the second rotation are coded DXS. Those that cannot deploy are coded DXX. ***NOTE***: Diagram is for explanation of the codes only and does not represent the suggested distribution of UTCs between libraries. An actual unit would balance capability across the two rotations.

Figure 7.2. UTC Coding Overview.



7.16. Procedures for Coding Standard Deployable UTCs.

7.16.1. Determine Home Station Requirements during Maximum Surge Operation. This refers to capability in terms of UTCs that must be withheld during a maximum simultaneous deployment of capability during maximum surge operations. Unit commanders, in coordination with Air Staff and MAJCOM FAMs, will determine, in terms of UTCs, the wartime home station requirements that are over and above the associated UTCs and positions that have been designated as ìoutî positions. Backfill workarounds (contingency contracts, civilian overhire authority, individual mobilization augmentees, etc.) should be used when available to minimize required withholds. Withheld capability should not reduce what is currently shown as deployable capability in Part II of the unit's DOC. During this level of conflict, it is assumed that all deployable warfighting capability is committed and only sustainment and training directly supporting the conflict will continue. At the end of the conflict, significant reconstitution and retraining of forces will be required**.**

7.16.2. Determine Steady State Sustainable Home Station Requirements. See **Figure 7.3.**, Note 3, for steady state sustainable definition. Unit commanders, in coordination with Air Staff and MAJCOM FAMs, will determine, in terms of UTCs, the steady state sustainable home station requirements that are over and above the associated UTCs and positions that have been designated as ìoutî positions. As with wartime home station requirements, backfill workarounds such as contingency contracts, civilian overhire authority, individual mobilization augmentees, etc., should be considered. In determining steady state sustainable home station requirements, base decisions on the home station impact mitigation plans and FAM prioritization and sequencing instructions that can be found on the AEFC web site at
https://aefcenter.acc.af.mil/ecs/ecscontent/team.htm. Also consider reachback strategy. The wartime (maximum surge) home station requirement and the steady state sustainable home station requirement should be determined independently of each other.

7.16.3. Allocate UTCs to AEF Libraries. MAJCOM FAMs will ideally allocate all deployable UTCs from an installation into two AEF libraries to enhance teaming. UTCs will be aligned as equally as possible between the two AEF libraries. In some instances, not all functional areas can limit their UTCs to two AEF libraries equally or may need to posture their UTCs to more than two rotations to improve availability of their UTCs. See paragraph **7.3.** for additional information on teaming. (N/A for ARC)

7.16.4. Posture and Code UTCs in AFWUS. MAJCOM FAMs will posture all UTCs identified by the units into the AFWUS based on the following. Deployable UTCs identified by the unit as required for wartime (maximum surge) home station support (paragraph **7.16.1.**) will be coded in the NSUTC column as DX. All other deployable UTCs will be coded as DW. These UTCs (DX and DW) will require a third character depending on their availability for peacetime steady state sustainable operations.

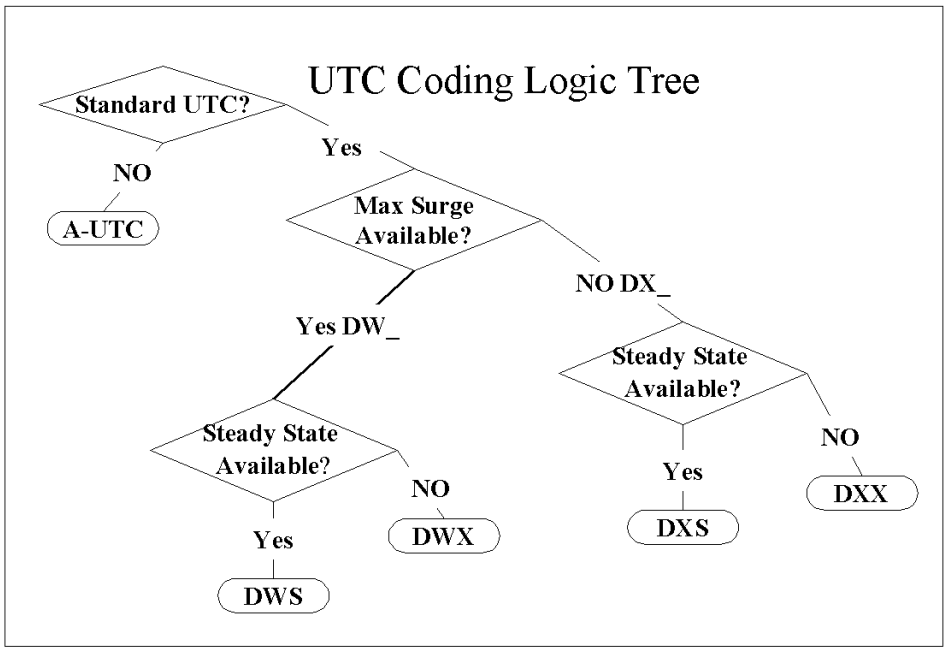
7.16.5. Determining the Third Character of the AFWUS Code. The third character of the AFWUS code depends on which UTCs were allocated to each of the AEF libraries with which the unit is aligned and the peacetime steady state home station requirements determined in paragraph **7.16.2.** When the first AEF library is eligible for tasking, determine if UTCs in the nontasked AEF library are sufficient to satisfy peacetime steady state home station requirements (as determined in paragraph **7.16.2.**). If not, identify the additional required UTCs from the first AEF library and add an X as the third character to the AFWUS code for these UTCs. For all other UTCs in the first AEF library, add an S as the third character. When the second AEF library is eligible for tasking, accomplish the same procedure. Repeat with additional AEF libraries as required.

7.17. Checking Coding Appropriateness.

7.17.1. An example of a unit having all four codes is located on the HQ USAF/XOXW web site at **http://www.xo.hq.af.mil/xox/xoxw/hot_stuff.htm** and must be reviewed before coding deployable UTCs. Ad hoc coding of UTCs will result in an overstatement of capability that is available for simultaneous tasking or will shield available capability from AEF participation. The following logic tree can be used to check the result, but coding is based on an entire unit's capability to support the AEF, not just a single UTC.

7.17.2. Availability coding requires commanders to make decisions in the posturing phase that would normally have to be made at the execution phase. Definition of each unit's deployment capability is beyond a simple mathematical equation because of the unique circumstances of each base or unit. Decisions must be made based on the definitions located in the notes after the figure below. Questions related to availability coding should be directed to HQ USAF/XOXW, DSN 225-9060.

Figure 7.3. UTC Coding Logic Tree.



***NOTES ON FIGURE 7.3.*:**

1. Maximum Surge Available. Refers to the simultaneous deployment capability that is available during surge operations. This will be no less than the capability to meet the unit's DOC statement, if applicable. Additional capability, above DOC requirements, that can be deployed simultaneously is also included. During this level of conflict, it is assumed that all deployable warfighting capability is committed and only sustainment and training directly supporting the conflict will continue. At the end of the conflict, significant reconstitution and retraining of forces will be required. UTC capability that must be withheld for home station operations or sustainment during this level of conflict is coded "DX_." The rest of the UTCs available to deploy are coded "DW_."
2. Steady State Available. UTCs will be aligned as equally as possible across the assigned AEF libraries before determining which UTCs are steady state available. The minimum number of UTCs required to maintain critical steady state home station training and sustainment will be identified. Those required at home will be coded ìD_Xî and the rest that are available to deploy are coded ìD_S.î
3. Steady State Sustainable. This is the level of support the unit can provide during each of its aligned rotations without ìbreaking the baseî to a point where future aligned AEFs would be unsupportable. Steady state is a collection of operational requirements that can be provided within the AEF rotational construct (3-month rotations with each unit normally aligned to two rotations per 15-month AEF cycle). Steady state assumes that the ìat homeî sustainment, training, and support requirements do not fully go away, even during the unit's AEF deployment. Even though MAJCOMs and commanders are expected to investigate and implement mitigation strategies and provide permissions to units to defer or reduce performance standards to allow maximum deployment participation during the unit's AEF deployment, the reality is

that home station requirements do not fully go away. Regardless, units are expected to feel discomfort from the level of support provided during an AEF rotation. FAM guidance from "Teaming and Home Station Impact," which can be found on the AEFC web site **https://aefcenter.acc.af.mil/ecs/ecscontent/team.htm** should be used as a guide to determine maximum steady state contribution. Restricted services and extended workdays do not provide sufficient justification to withhold deployable capability from AEF steady state participation. Deployable capability should not be withheld unless deployment of that capability will risk or actually create significant and lasting harm to the capability and readiness of the unit to support the AEF. Home base requirements will be met with A-UTCs and UTCs aligned to other libraries/rotations before withholding capability in the AEF library from being coded as steady state availability. In some cases, aligning capability to more than two libraries may make more UTCs available for AEF steady state support. See paragraph **7.3.**, Teaming Guidance.

4. DXX. A DXX UTC is always required for home station mission or support during even the most stringent unit deployment tasking. It should be so critical for home station requirements that it is not available for AEF deployment at any level of conflict.
5. DWX and DWS UTCs. The total number of UTCs that can deploy at one time cannot exceed the total number of ìDW_î UTCs (of the same type) postured in all libraries.
6. DWS and DXS UTCs are available to support any AEF deployment across the spectrum of conflict as long as they deploy within their aligned rotation. Additional DWS and DXS UTCs should be available during periods of surge taskings, when ìreach forwardî to the unit's other libraries is needed, as long as number of UTCs deployed does not exceed the total number of "DW" UTCs postured. The MAJCOM FAM should be contacted to confirm availability during "reach forward." Future AFWUS and AEF library development will automate this logic check to provide easy assessment of availability in off-rotation libraries.
7. DXS. Some UTCs are coded DXS because they share equipment with another UTC of the same type coded DWS. Obviously, the UTCs will be postured in different libraries, and only the one with custody of the equipment can deploy and meet its full MISCAP. If only one UTC of its type is postured by a unit, it cannot be coded DXS since, within its AEF rotation, it represents a DWX (part of the unit's most stringent tasking capability).

7.18. General Posturing and Coding Rule Sets. For a UTC to be postured by MAJCOMs, the following criteria must be met:

7.18.1. Small one- and two-person standard deployable UTCs should be avoided unless the UTC represents the logical team or package size to support combatant commander TPFDD requirements (i.e., chaplains, historians, comptrollers, public affairs, aircraft battle damage repair, etc.).

7.18.2. Each and every record in the AFWUS will have a corresponding AFWUS code in the NSUTC column. This code will identify its deployability or availability for any given AEF cycle and deliberate planning.

7.18.3. All UTC/UIC records in the JOPES AEF libraries will have a corresponding record in the AFWUS.

7.18.4. All deployable UTCs postured in the AFWUS must contain all funded manpower authorizations as specified in the MANFOR. In other words, a tailored UTC will not be postured. If authoriza-

tions are unfilled, this should be reflected in ART. Deployable ìinî positions that do not fit into a standard deployable UTC will be placed in an A-UTC.

7.18.5. All deployable UTCs in the AFWUS must be authorized the full allowance standard of equipment as specified in the Logistics Force Packaging (LOGFOR) subsystem. If authorized equipment is not on hand, this should be reflected in ART. ***EXCEPTION***: If a unit can posture an additional UTC by sharing equipment from another identical UTC within the unit, the unit should posture an additional UTC and code as DXS or DXX (see paragraphs **7.13.3.** and **7.13.4.**). The total number of DWX and DWS UTCs postured cannot exceed the number of UTCs that can be equipped simultaneously.

7.18.6. UTCs will only be filled with authorizations from the same base (i.e., not fragged). Exceptions to this policy must be sponsored and coordinated by the Air Staff FAM and approved by that Air Staff FAM's three-letter director before submitting to HQ USAF/XOXW.

7.18.7. No authorization will be allocated to more than one UTC. Additionally, each UTC record will be placed into only one AEF library per cycle.

7.18.8. Update the unit's DOC statement as required by AFI 10-201. Do not delay UTC posturing to update the unit's DOC statement. If FAMs are posturing new or additional UTCs for future AEF cycles, FAMs may direct units to list, in the remarks section of the SORTS report, those UTCs that are not yet listed on the DOC statement.

7.18.9. Personnel in deployable UTCs must be trained IAW AFI 10-403 (immunizations, small arms training, etc.) and be equipped or have access to equipment to maintain the UTC capability.

7.18.10. If a wing can no longer support a postured UTC (e.g., a change in authorized position or equipment), the wing must coordinate with the respective MAJCOM warplanner and MAJCOM FAM. The MAJCOM warplanner and FAM will notify the AEFC and Air Staff FAM to delete the UTC tasking and remove it from appropriate OPLAN, CONPLAN, AFWUS, and AEF libraries. If the UTC in question has already been tasked to fill a combatant commander's requirement, follow the shortfall/reclama procedures outlined in paragraph **5.10.** and AFMAN 10-401.

7.18.11. Newly developed UTCs must be approved by HQ USAF/XOXW and registered in both the MEFPAK and the TUCHA. Once UTCs/UICs are postured they must be placed in the AFWUS and allocated to an AEF library within 10 days. Nonstandard (Z99) UTCs will not be accepted.

7.18.12. UTCs will be allocated by the owning MAJCOM to one of the ten AEFs, unless the UTC is in direct support of an AEW or has been placed in the Enabler library.

7.18.13. The AEF alignment matrix should result in each AEF, or AEF pair, containing approximately the same capability as every other AEF. No AEF should be allocated more capability than any other AEF simply to meet anticipated taskings. The only exception to this rule is special cases when, due to limited availability, the UTC can only be distributed to each of the five pairs. In those situations, place one instance of the available UTC in each of the five AEF pairs.

7.18.14. Owning MAJCOMs should place only available UTCs that specifically support the AEWs in the appropriate AEW library.

7.18.15. Owning MAJCOMs will place available UTCs that meet the guidance in paragraph **7.8.1.** in the Enabler library.

7.18.16. Ensure ART is updated to reflect status of equipment within each standard deployable UTC. If UTCs share equipment as described in **7.18.5.**, the UTC that possesses the required equipment will be coded ìgreen.î The UTC that does not possess equipment is coded ìyellow.î

7.18.17. Only standard, nontailored UTCs will be used in the AFWUS and AEF libraries. A standard deployable UTC is a UTC in the TUCHA that has complete movement characteristics within the TUCHA file. Once UTCs are placed in an actual TPFDD, tailoring is allowed.

7.18.18. When ìassignedî personnel is less than ìauthorized,î priority should be given to filling UTCs required to maintain maximum combat capability as described by the unit DOC statement and reported in SORTS. For most units this will put priority on filling deployable UTCs. If a unit with multiple UTCs only has one of a particular UTC (e.g., only one QFEBN), then the following priority applies: DWS, DWX, DXS, and then DXX. If a unit with multiple UTCs has more than one of a particular UTC of the same kind (e.g., has four QFEB2s), then the following priority applies: DWS, DXS, DWX, and then DXX. As a reminder, a UTC coded DXS or DXX can fill a "DW_" requirement at execution during surge tasking as long as the total number of UTCs of that particular type does not exceed the total number of "DW_" UTCs of that type postured across all AEF libraries.

7.19. UTC Allocation Process. Allocating forces to the ten AEFs, two AEWs, and the Enabler Force mirrors a concept in deliberate and crisis planning that seeks to minimize the transportation requirements for a plan.

7.19.1. UTCs for aviation packages (3-series UTCs) should be allocated to the appropriate AEF library as specified in the CAF and AMC/DOO aircraft schedules. The CPO produced by HQ ACC provides the unit alignment by AEF and AEW for the CAF. HQ AMC/DOO provides the MAF alignment.

7.19.2. UTCs for the ECS forces (non-3-series UTCs) from AEF lead wings are then allocated to the AEF. All UTCs from the base or unit are allocated to an AEF library. Once the UTC is allocated to an AEF, it is available for potential nomination to meet requirements across the entire spectrum of conflict.

7.19.3. Next, UTCs for ECS forces from other aviation-supplying wings and bases allocated to the AEF (commonly referred to as a sister base in the AEF) are then allocated to the appropriate AEF library.

7.19.4. ECS UTCs (non-3-series UTCs) that need to be aligned with the two AEWs are then added to the AEW library. ACC manages the AEW library and obtains AEW commander coordination prior to moving UTCs in or out of the AEW library. As a general rule, all UTCs allocated to Mountain Home and Seymour Johnson are aligned with the appropriate AEW library. UTCs from other wings are also included in the library (until June 2003).

7.19.5. ECS UTCs from non-aviation-providing bases are then allocated to the AEFs.

7.19.6. UTCs for ARC ECS forces from supplying wings and bases are then allocated to the AEF using UTC-centric taskings to the maximum extent possible.

7.19.7. Whenever possible, UTCs should be allocated to provide the individual maximum time between deployments. MAJCOMs must obtain MAJCOM/CV approval prior to moving individuals or UTCs from one AEF to another to minimize the impact on the individual. The goal is to keep bal-

anced capabilities in AEF force presentation packages and the AEF libraries, as well as to maintain teaming.

7.20. AEF Library Management in JOPES. To manage the UTC alignment in the AEFs, AEWs, and Enabler libraries, unique TPFDDs will be used for each AEF cycle. **Table 7.1.** describes the TPFDD coding for the third and fourth AEF cycle. For cycles after cycle 4, refer to the following rules:

7.20.1. The first two characters will be 08 to identify it as a HQ USAF TPFDD in JOPES.

7.20.2. The third and fourth alphanumeric positions designate AEFs 1-10 (e.g., 1F, 2F, etc.), AEWs A or B (AW, BW) for remainder of cycle 3, or the Enabler Force (EB).

7.20.3. The last character will identify the AEF cycle (e.g., 1, 2, 3, 4, 5, etc.).

7.20.4. The AEFC will maintain the AEF libraries in a locked status to maintain a stable database. To update ULNs, MAJCOMs must request the AEFC unlock ULNs, via hqaf.aef.planning newsgroup, and then request the AEFC lock ULNs that are added.

7.20.5. Once the AEF libraries are locked, the AEFC will ensure the TPFDDs are available in DCAPES and the appropriate line level detail is updated and accurate.

7.20.6. Force providers will use the ULN structure found in **Table 7.4.** for placing a ULN in the AEF libraries. All correspondence about the AEF libraries will be posted in the hqaf.aef.planning newsgroup. MAJCOMs will use procedures posted in this newsgroup for modifying, adding, or deleting ULNs in the AEF libraries. Refer to AFMAN 10-401 for detailed guidance.

Table 7.4. Library ULN Structure.

CHARACTER	DESCRIPTION	ULN
1st Digit	AFWUS UTC Deployability/ Availability Designator	**1 = DWS** 2=AWS **3 = DXS** 4=AXS **5 = DWX** 6=AWX **7 = DXX** 8=AXX
2nd Digit	AEF Library #	**1 = AEF 1** **2 = AEF 2** **3 = AEF 3** **4 = AEF 4** **5 = AEF 5** **6 = AEF 6** **7 = AEF 7** **8 = AEF 8** **9 = AEF 9** **0 = AEF10** **A = AEW A** **B = AEW B** **G = Enabler-GMTF** **L = Enabler-LAA (LD/HD)** **P = Enabler-PACAFHUMRO/NEO** **U = Enabler-USAFE HUMRO/NEO** **T = Enabler-TBM** **S = Enabler-SOF** **M = Enabler-LMW** **R = Enabler-Army Support** **K = Enabler-ROK In-Place**
3rd Digit	1st Character of UTC	
4th Digit	Free Character	
5th Digit	Free Character	

7.21. Overview of AEFC Nomination Priorities and Process. The AEFC will attempt to meet AEF requirements by nominating DWS and DXS UTCs postured within their aligned AEF library pair. As stated, UTCs coded DWX and DXX are not normally available to meet requirements within the normal steady state (3-month rotation, ideally two rotations per unit in a 15-month cycle) AEF construct. However, when requirements in any stressed functional areas exceed the capability in DWS and DXS coded UTCs in the aligned pair, the functional area has moved into surge. In these cases the AEFC has three options before shortfalling the requirement. They can either request DWX and DXX coded UTCs aligned to the AEF library pair, or they can reach outside the current AEF pair to the other AEF libraries to source additional capability or extend the forces currently in place. None of the options are sustainable. Tasking

DWX and DXX UTCs may limit the unit's ability to sustain their at-home requirements since these UTCs represent capability beyond what the unit stated it could provide during normal steady state rotations without serious impact on unit training and sustainment. "Reach forward" erodes future deployable capability, which, if sustained, will either extend rotations to longer than three months or will use up all rotations before the end of the 15-month cycle is reached. The AEFC/CC will notify HQ USAF/XO through the AFOG CAT that increased combatant commander requirements necessitate surge sourcing. During surge, the AEFC will normally continue to meet requirements by nominating UTCs aligned to the current AEF pair. MAJCOMs will carefully evaluate tasking requirements against current capability of the unit to fill the requirements before validating nominations. During surge, the AEFC will nominate DWX coded UTCs before nominating DXX to minimize the number of "D_X" UTCs a unit is tasked to provide. In some cases, such as short duration surge, the decision may be made to reach to another library pair before nominating DWX and DXX UTCs in the current pair.

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Attachment 1

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Abbreviations and Acronyms

AAR—After Action Report

AFC2ISRC—Air Force Command and Control and Intelligence, Surveillance and Reconnaissance Center

ACC—Air Combat Command

ACS—Agile Combat Support

AEF—Aerospace Expeditionary Force

AEFB—Aerospace Expeditionary Force Battlelab

AEFC—Aerospace Expeditionary Force Center

AEG—Aerospace Expeditionary Group

AES—Aerospace Expeditionary Squadron

AETC—Air Education and Training Command

AETF—Air and Space Expeditionary Task Force

AEW—Air Expeditionary Wing

AFCC—Air Force Component Command

AFDD—Air Force Doctrine Document

AFEO—Air Force Experimentation Office

AFFOR—Air Force Forces

AFH—Air Force Handbook

AFI—Air Force Instruction

AFIIP—Air Force Instructional Input Program

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMRF—Air Force Manpower Readiness Flight

AFOG—Air Force Operations Group

AFOSI—Air Force Office of Special Investigations

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFSPC—Air Force Space Command

AFSOC—Air Force Special Operations Command

AFWUS—Air Force-Wide UTC Availability System

AMC—Air Mobility Command

ANG—Air National Guard

ANGRC—Air National Guard Readiness Center

AO—Area of Operations

AOC—Air Operations Center

AOR—Area of Responsibility

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

APTX—Advance Process Technology Experiment

ARC—Air Reserve Component

ART—AEF UTC Reporting Tool

ATO—Air Tasking Order

BSP—Base Support Plan

C2—Command and Control

C4I—Command, Control, Communications, Computers, and Intelligence

CAF—Combat Air Forces

CAT—Crisis Action Team

CB—Chemical and Biological

CJCSM—Chief Joint Chiefs of Staff Manual

CHPMSK—Contingency High Priority Mission Support Kit

CINC—Commander-in-Chief (President of the United States)

CJCS—Chairman of the Joint Chiefs of Staff

COA—Course of Action

COMACC—Commander, Air Combat Command

COMAFFOR—Commander, Air Force Forces

CONOPS—Concept of Operations

CONPLAN—Operation Plan in Concept Format; Concept Plan

CONUS—Continental United States

CPO—Consolidated Planning Order

CR—Crisis Response

CSAF—Chief of Staff, United States Air Force

CS&P—Competitive Sourcing and Privatization

CSAR—Combat Search and Rescue

CSC—Combat Support Center

CUP—Core UTC Package

DCAPES—Deliberate and Crisis Action Planning and Execution Segments

DIRLAUTH—Direct Liaison Authorized

DOC—Designed Operational Capability

DOD—Department of Defense

DPT—Data Pattern Traffic

DRD—Deployment Requirement Document

DRI—Date Required In-Place

DRMD—Deployment Requirements Manning Document

DRU—Direct Reporting Unit

EAD—Earliest Arrival Date

EAF—Expeditionary Aerospace Force (no longer used—"AEF" replaces all references to "EAF")

ECS—Expeditionary Combat Support

ECS IPT—ECS Integrated Process Team

EOD—Explosive Ordnance Disposal

ETL—Estimated Tour Length

ECSS—Expeditionary Combat Support System

FAM—Functional Area Manager

FM—Force Module

FOA—Field Operating Agency

FOL—Forward Operating Location

GMFP—Global Military Force Policy

GMTF—Global Mobility Task Force (formerly know as Global Reach Laydown)

HNS—Host Nation Support

HQ—Headquarters

HUMRO—Humanitarian Relief Operation

IA—Individual Augmentation

IAW—In Accordance With

IMA—Individual Mobilization Augmentee

IDP—Installation Deployment Plan

IPB—Intelligence Preparation of the Battle Space

IPT—Integrated Process Team

ISR—Intelligence, Surveillance, and Reconnaissance

ITV—In-Transit Visibility

JEFX—Joint Expeditionary Force Experiment

JFACC—Joint Force Air Component Commander

JCS—Joint Chiefs of Staff

JFC—Joint Force Commander

JOPES—Joint Operation Planning and Execution System

JP—Joint Publication

JOSC—Joint Operations Support Center

JSCP—Joint Strategic Capabilities Plan

JTF—Joint Task Force

LAA—Limited Availability Asset

LD/HD—Low Density/High Demand

LOI—Letters of Instruction

LNR—Line Number

LOGFOR—Logistics Force Packaging Subsystem

LMW—Lead Mobility Wing

MAF—Mobility Air Forces

MANFOR—Manpower Force Packaging Subsystem

MAJCOM—Major Command

MDS—Mission, Design, Series

MEFPAK—Manpower and Equipment Force Packaging System

MISCAP—Mission Capability

MOG—Maximum (Aircraft) on Ground

MST—Mission Support Team

NAF—Numbered Air Force

NBC—Nuclear, Biological, Chemical

NBCC—Nuclear, Biological, Chemical and Conventional

NEO—Noncombatant Evacuation Operation

NET—No Earlier Than

NGB—National Guard Bureau

NIPRNET—Non-Secure Internet Protocol Router Network

NSUTC—Nonsourced UTC

OPCON—Operational Control

OPLAN—Operation Plan

OPTEMPO—Operations Tempo

ODSD—Overseas Duty Selection Date

PACAF—Pacific Air Forces

PAS—Personnel Accounting Symbol

PERSCO—Personnel Support for Contingency Operations

PDO—Publishing Distribution Office

PDS—Personnel Data System

PID—Plan Identification Number

PRF—Personnel Readiness Function

PRC—Presidential Reserve Call-Up

RecNum—Record Number

RC—Reserve Component

RCR—Requirements Change Request

RDD—Required Delivery Date

RMIS—Risk Management Information System

SECAF—Secretary of the Air Force

SECDEF—Secretary of Defense

SIPRNET—SECRET Internet Protocol Router Network

SIPT—Scheduling Integrated Process Team

SOF—Special Operations Forces

SORTS—Status of Resources and Training System

SEI—Special Experience Identifier

SPRAM—Special Purpose Recoverable Authorized Maintenance

SSC—Small-Scale Contingency

STRD—Short Tour Return Date

TACC—Tanker Airlift Control Center

TACON—Tactical Control

TALCE—Tanker Airlift Control Element

TCN—Third Country National

TDY—Temporary Duty

TPFDD—Time-Phased Force and Deployment Data

TUCHA—Type Unit Characteristics File

UDM—Unit Deployment Manager

UIC—Unit Identification Code

ULN—Unit Line Number

USAF—United States Air Force

USAFE—United States Air Forces in Europe

USJFCOM—United States Joint Forces Command

USSPACECOM—United States Space Command

USTRANSCOM—United States Transportation Command

UTC—Unit Type Code

WMP—War and Mobilization Plan

WRM—War Reserve Materiel

Terms

Aerial Port of Debarkation (APOD)—A station which serves as an authorized port to process and clear aircraft (scheduled, tactical, and ferried) and traffic for entrance to the country in which it is located. For AEFs, this will usually be the forward operating location (FOL).

Aerial Port of Embarkation (APOE)—A station which serves as an authorized port to process and clear aircraft (scheduled, tactical, and ferried) and traffic for departure from the country in which it is located.

Aeromedical Evacuation—(DOD) The movement of patients under medical supervision to and between medical treatment facilities by air transportation. (JP 1-02)

Aerospace Expeditionary Force (AEF)—AEFs are a composite organization of aerospace capabilities from which a tailored AETF, composed of AEWs, AEGs, and AESs, is created to provide forces to meet theater combatant commander requirements. An AEF is not a discrete warfighting unit.

Aerospace Expeditionary Group (AEG)—An AEG is an independent group assigned or attached to an AETF or an in-place NAF by MAJCOM G-series orders. Normally, the AETF or in-place NAF commander also exercises OPCON of AEGs. An AEG is composed of the group command element and one or more squadrons. The AEG, depending on the size and structure of the AEF, is the lowest command echelon of AEFs that may report directly to a COMAFFOR.

Air and Space Expeditionary Task Force (AETF)—A deployed numbered air force (NAF) or command echelon immediately subordinate to a NAF provided as the US Air Force component command committed to a joint operation. (JP 1-02)

Air Expeditionary Wing (AEW)—An AEW is a wing or a wing slice assigned or attached to an AETF or an in-place NAF by MAJCOM G-series orders. Normally, the AETF or in-place NAF commander also exercises OPCON of AEWs. An AEW is composed of the wing command element and some groups. The AEW commander reports to a COMAFFOR.

Air Operations Center (AOC)—The AOC is the operational command and control center for US Air Force forces. The AOC will be the senior operations center for focal point for the command and control of aerospace forces in Air Force-only operations. The fundamental principle of this system is centralized planning and control through the AOC, which decentralize organizations and elements. ***NOTE***: There should only be one AOC in an area of operations. When the COMAFFOR is also the JFACC, the AOC is called the Joint Aerospace Operations Center (JAOC). (AFDD 2)

Agile Combat Support (ACS)—ACS underpins global engagement and provides the foundation for the other Air Force Core Competencies. It includes the processes with which the Air Force creates, sustains, and protects all aerospace capabilities to accomplish mission objectives across the spectrum of military operations. ACS supports the capabilities that distinguish aerospace power—speed, flexibility, and global perspective.

Air Bridge—An air bridge is a series of enroute locations outlining an air route of travel for rapid deployment and sustainment of forces. Many enroute locations serve as crew staging locations in addition to meeting enroute-servicing requirements, allowing aircraft to continue to their destination with little delay. The air bridge normally has air refueling forces positioned along the route to allow nonstop flight to final destinations. Deploying aircraft, sustainment airlift aircraft, and aircraft conducting global attack missions may use the air bridge for their inter-theater missions.

Air Force Office of Special Investigations (AFOSI)—AFOSI is the primary AF provider of counterintelligence investigative support to force protection through Collections, Analysis and Production, Technical Services, Operations, Investigations, Protective Services Operations, and Surveillance Detection.

Air Force-Wide UTC Availability System (AFWUS)—AFWUS is part of the War and Mobilization Planning System and is the system listing all available UTCs a unit can provide for tasking. Posturing is accomplished in this database by matching UTCs with the unit identification code (UIC) of specific units.

Airlift—Operations to transport and deliver forces and materiel through the air in support of strategic, operational, or tactical objectives. (AFDD 1-2)

Air Refueling—The capability to refuel aircraft in flight, which extends presence, increases range, and serves as a force multiplier. (JP 1-02)

Alert Status—A posture, initiated by a CJCS Alert Order, in which designated units prepare their personnel and equipment for rapid deployment upon receiving tasking.

Attainment—The point in time during the deployment when enough resources are available to begin AEF force employment.

Command and Control (C2) (DOD)—The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. C2 functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission. (JP 1-02)

Combat Search and Rescue (CSAR)—A specific task performed by rescue forces to effect the recovery of distressed personnel during war or military operations other than war. (JP1-02)

Core UTC Package (CUP)—The Core UTC Package represents a linking of UTCs to meet a larger capability. Two types of CUPs include Aviation and Support. Aviation CUPs systematically bring together all required resources needed to sustain operations of a particular MDS at a standard location. Support CUPs represent capabilities ranging from humanitarian missions to combat support requirements at generic location. Utilization of CUPs can facilitate the rapid development of a TPFDD.

Counterair—USAF term for air operations conducted to attain and maintain a desired degree of air superiority by the destruction or neutralization of enemy forces. Both air offensive and air defensive actions are involved. The former range throughout enemy territory and are generally conducted at the initiative of the friendly forces. The latter are conducted near or over friendly territory and are generally reactive to the initiative of the enemy air forces (JP 1-02). Counterair integrates and exploits the mutually beneficial effects of offensive and defensive operations by fixed- and rotary-wing aircraft, surface-to-air and air-to-air missiles, antiaircraft guns, artillery, and electronic warfare to destroy or neutralize enemy aircraft and missile forces both before and after launch. (AFDD 1)

Counterinformation—Counterinformation seeks to establish a desired degree of control in information functions that permits friendly forces to operate at a given time or place without prohibitive interference by the opposing force. (AFDD 1)

Counterland—Operations conducted to attain and maintain a desired degree of superiority over surface operations by the destruction, disrupting, delaying, diverting, or other neutralization of enemy forces. The main objectives of counterland operations are to dominate the surface environment and prevent the opponent from doing the same. (AFDD 1)

Countersea—Operations conducted to attain and maintain a desired degree of superiority over maritime operations by the destruction, disrupting, delaying, diverting, or other neutralization of enemy naval forces. The main objectives of countersea operations are to dominate the maritime environment and prevent the opponent from doing the same. (AFDD 1)

Counterspace—Those offensive and defensive operations conducted by air, land, sea, space, special operations, and information forces with the objective of gaining and maintaining control of activities conducted in or through the space environment. (AFDD 1)

Designed Operational Capability (DOC) Statement—A summary of a unit's mission and resources for which it has been organized, designed, and equipped.

Direct Liaison Authorized (DIRLAUTH)—That authority granted by a commander (any level) to a subordinate to directly consult or coordinate an action with a command or agency within or outside of the granting command. Direct liaison authorized is more applicable to planning than operations and always carries with it the requirement of keeping the commander granting direct liaison authorized informed. Direct liaison authorized is a coordination relationship, not an authority through which command may be exercised. (JP 1-02)

Enabler Force—Common user assets, such as long-range mobility, special operations forces (SOF), and space forces, that will provide support to authorized organizations within and outside of the Department of Defense (DOD), including Air Force movements of AEF forces. Additionally, the Air Force's low

density/high demand (LD/HD) assets (E-3, E-8, RC-135, U-2, SOF, combat search and rescue (CSAR), and some key support forces) will play critical roles in AEF and AEW operations, subject to the governing directives of the Global Military Force Policy (GMFP).

Expeditionary Aerospace Force (EAF)—No longer used—"Aerospace Expeditionary Force (AEF)" replaces all references to "Expeditionary Air Force (EAF)."—The **AEF** concept is how the Air Force will organize, train, equip, and sustain itself by creating a mindset and cultural state that embraces the unique characteristics of aerospace power—range, speed, flexibility, precision—to meet the national security challenges of the 21st Century.

Expeditionary Combat Support (ECS)—ECS is the tailored ACS capability deployed to expeditionary sites to provide for AEFs employed in global engagement operations. This capability is produced by rapidly deployable, tailored forces executing ACS processes to beddown, employ, maintain, protect, and redeploy tactical components of aerospace power and production.

Follow-On Combat Capability (FCC)—The point in the deployment where enough resources are available to maintain employment for one month.

Force Module (FM)—A grouping of combat and combat support forces, with their accompanying supplies and the required non-unit resupply and personnel necessary to sustain forces for a minimum of 30 days. The element of force modules are linked together or are uniquely identified so that they may be extracted from or adjusted as an entity in the JOPES database to enhance flexibility and usefulness of the operation plan during a crisis.

Force Module Package—A force module with a specific functional orientation (e.g., air superiority, close air support, reconnaissance, ground defense) that includes combat and associated combat support forces. Additionally, force module packages will contain sustainment in accordance with logistic policy contained in JSCP Annex B.

Force Package—A force package is the basic unit designator of a UTC and is used as a planning tool to tailor an AEF.

Global Military Force Policy (GMFP)—CJCS policy that determines Air Force ability to provide full distribution of C2, ISR, and CSAR assets.

Global Mobility Task Force (GMTF)—GMTF refers to both the assets of and strategy for ensuring effective employment of a robust global air mobility support system. The backbone of GMTF is the enroute system, a worldwide network of personnel, material, equipment, and facilities providing command and control, logistics, maintenance, and aerial port services to air mobility forces. The system is flexible, capable of expanding or contracting according to operational requirements in peacetime, contingency, or war. It may expand to new locations to provide services, or increase the level of support at existing locations. GMTF permits continuous global command and control of air mobility forces regardless of their location, providing commanders real-time information regarding the status of missions and assets, as well as the location and disposition of transported personnel and material cargo (ITV).

Individual Augmentation (IA) —Positions that deviate from the normal 3-month tour length or possesses unique requirements that cannot be supported from standard UTCs.

Initial Combat Capability (ICC)—The point in time during the deployment when enough resources are available to maintain AEF operations employment for 7 days.

Intelligence (DOD)—1. The product resulting from the collection, processing, integration, analysis, evaluation, and interpretation of available information concerning foreign countries or areas. 2. Information and knowledge about an adversary obtained through observation, investigation, analysis, or understanding. (JP 1-02)

In-Transit Visibility (ITV)—The ability to track the identity, status, and location of DOD unit and non-unit cargo (excluding bulk petroleum, oils, and lubricants), medical patients, and personal property from origin to consignee or destination established by the combatant commander, the Services, or DOD agencies during peace, contingencies, and war. (USTRANSCOM Handbook 24-2)

Joint Force Air Component Commander (JFACC) (DOD)—The commander within a unified command, subordinate unified command, or joint task force responsible to the establishing commander for making recommendations on the proper employment of assigned, attached, and/or made available for tasking air forces; planning and coordinating air operations; or accomplishing such operational missions as may be assigned. The joint force air component commander is given the authority necessary to accomplish missions and tasks assigned by the establishing commander. (JP 1-02)

Joint Force Commander (JFC) (DOD)—A general term applied to a combatant commander, subunified commander, or JTF commander authorized to exercise combatant command (command authority) or operational control over a joint force. (JP 1-02)

Lead Unit—MAJCOMs will designate a lead unit when the forces placed on call come from more than one location. The lead unit works closely with the parent MAJCOM who directs the planning and coordination efforts of designated AEF units to determine operational, logistics, and support requirements to meet mission objectives.

Limiting Factor (LIMFAC) (DOD)—A factor or condition that, either temporarily or permanently impedes mission accomplishment. Illustrative examples are transportation network deficiencies, lack of in-place facilities, malpositioned forces or materiel, extreme climatic conditions, distance, transit or overflight rights, political conditions, etc. (JP 1-02)

Logistics Force Packaging Subsystem (LOGFOR)—A MEFPAK subsystem that provides equipment and materiel requirements and summarized transportation characteristics through its Logistics Detail component.

Low Density/High Demand (LD/HD)—Limited assets or forces with unique mission capabilities such as the U-2, E-8 JSTARS, E-3 AWACS, RC-135 RIVET JOINT, SOF, CSAR, etc., and accompanying support forces stressed by continual high OPTEMPO because of combatant commander requirements. Often referred to as forces assigned to the GMFP.

Manpower Force Packaging Subsystem (MANFOR)—A MEFPAK subsystem that provides: 1) the title of the unit or force element and its unique Joint Chiefs of Staff Unit Type Code, 2) the mission capability statement (MISCAP) containing the definition of a UTC's capability, and 3) the manpower detail by function, grade (officers only), and Air Force specialty code required to meet the defined capability.

Maximum (Aircraft) on Ground (MOG)—The maximum number of aircraft that can be accommodated at one time at a specific location due to limitations of ramp space, servicing capabilities, cargo handling, or other considerations.

Mission Support Team (MST)—MSTs are smaller, TALCE-like organizations that are generally capable of the same support TALCEs provide, only on a much smaller scale. They are generally led by a

noncommissioned officer and provide a level of C2, aerial port, and maintenance services capable of supporting MOG of one aircraft.

Navigation and Positioning—Those operations that provide accurate location and time of reference in support of strategic, operational, and tactical missions. (AFDD 1-2)

Noncombatant Evacuation Operation (NEO) (DOD)—Operations directed by the Department of State, the DOD, or other appropriate authority whereby noncombatants are evacuated from foreign countries when their lives are endangered by war, civil unrest, or natural disaster to safe havens or to the US. (JP 1-02)

On-Call Status—A posture assumed by units designated by MAJCOMs allowing units to rapidly transition from normal day-to-day operations to AEF operations. This posture is established before receipt of a CJCS Alert Order.

Personnel Reclama—When a wing or tasked unit or installation cannot meet a nonstandard UTC tasking, they will request relief by submitting a personnel reclama through the local manpower and military personnel flight to their parent MAJCOM personnel readiness office.

Plan Identification Number (PID)—A command-unique 4-digit number, followed by a suffix indicating the JSCP year for which the plan is written, e.g., 1122-95. In JOPES database, a 5-digit number representing the command- unique 4-digit identifier, followed by a 1-character alphabetic suffix indicating the OPLAN option, or a 1-digit numeric value indicating the JSCP year for which the plan is written.

Positioning—Positioning refers to movements that take place after receipt of a Warning/Alert Order but prior to the Execute Order. Positioning normally refers to aircraft, aircrews, and MSTs.

Prepositioning—Prepositioning refers to movements that take place prior to receipt of a CJCS Warning/ Alert Order. Prepositioning normally refers to equipment and supplies. ***Exception***: The HQ AMC TACC commander may (pre)-position air refueling forces (aircraft and crews) in anticipation of a Warning/Alert Order. Depending on the nature of the contingency, this will facilitate the timely movement of other positioning or deploying forces.

Rainbowed Equipment—Non-prepositioned equipment that is sourced from multiple units, left in place, and utilized by multiple units over time to enable the best support of vulnerable AEFs while minimizing home station impact on supporting units.

Reachback—The process of obtaining products, services, and applications or forces, equipment or materiel from Air Force organizations that are not forward deployed. This capability allows commanders to obtain or coordinate support from units not physically located with the forward force. By leveraging advances in communications technology, reachback capabilities make it possible to utilize CONUS and/ or rear-based assets and organizations to perform various functions in support of AEF operations. Effective use of reachback will reduce the number of personnel and amount of equipment, which deploys to the AOR, reduce airlift and support requirements, and positively impact a commander's ability to protect the deployed force. Reachback is predicated on global communications, rapid global mobility, and time-definite resupply capabilities. (AFDD 1-2, AFDD 2)

Reachbetween—Reachbetween, or enroute communication, provides services and capabilities to ensure continuous command and control and information support for deploying forces. For deploying forces, enroute communication starts upon departure from garrison field and continues until arrival in the AOR or at the FOL. For power projection and supporting missions, enroute communication starts upon

departure from garrison or FOL and continues until return to the respective recovery base. The goal of enroute communication is to provide timely information updates for improved situational awareness and command and control from deployment to employment.

Reclama—A request to duly constituted authority to reconsider its decision or its proposed action.

Reconnaissance (DOD, NATO)—A mission undertaken to obtain, by visual observation or other detection methods, information about the activities and resources of an enemy or potential enemy, or to secure data concerning the meteorological, hydrographic, or geographic characteristics of a particular area. (JP 1-02)

Search and Rescue (DOD, NATO)—The use of aircraft, surface craft, submarines, specialized rescue teams, and equipment to search for and rescue personnel in distress on land or at sea. (JP 1-02)

Special Operations (DOD)—Operations conducted by specially organized, trained, and equipped military and paramilitary forces to achieve military, political, economic, or informational objectives by unconventional military means in hostile, denied, or politically sensitive areas. These operations are conducted across the full range of military operations, independently or in coordination with operations of conventional, non-special operations forces. Political-military considerations frequently shape special operations, requiring clandestine, covert, or low visibility techniques and oversight at the national level. Special operations differ from conventional operations in degree of physical and political risk, operational techniques, mode of employment, independence from friendly support, and dependence on detailed operational intelligence and indigenous assets. (JP 1-02)

Strategic Attack—Military action carried out against an enemy's center(s) of gravity or other vital target sets, including command elements, war-production assets, and key supporting infrastructure in order to effect a level of destruction and disintegration of the enemy's military capacity to the point where the enemy no longer retains the ability or will to wage war or carry out aggressive activity. (AFDD 1)

Surveillance (DOD, NATO)—The systematic observation of aerospace, surface or subsurface areas, places, persons, or things, by visual, aural, electronic, photographic, or other means. (JP 1-02)

Tanker Airlift Control Center (TACC) (DOD)—The AMC direct reporting unit responsible for tasking and controlling operational missions for all activities involving forces supporting USTRANSCOM's global air mobility mission. The TACC is comprised of the following functions: current operations, C2, logistics operations, aerial port operations, aeromedical evacuation, flight planning, diplomatic clearances, weather, and intelligence. (JP 1-02) The TACC is AMC's single link between customers and operational units. The TACC plans all AEF intertheater mobility missions through HQ AMC TACC/XOX and XOOK and provides C2 within 24 hours of scheduled takeoff through HQ AMC TACC/XOC. Following receipt of an AEF Warning or Alert Order, TACC becomes the sole point of contact for AEF deployment coordination. See also Tanker Airlift Control Element.

Tanker Airlift Control Elements (TALCE) (DOD)—A mobile C2 organization deployed to support strategic and theater air mobility operations at fixed, enroute, and deployed locations where air mobility operational support is nonexistent or insufficient. The TALCE provides on-site management of air mobility airfield operations to include C3, aerial port services, maintenance, security, transportation, weather, intelligence, and other support functions as necessary. The TALCE is composed of mission support elements (MSE) from various units and deploys in support of peacetime, contingency, and emergency relief operations on both planning and ìno noticeî basis. TALCEs are tailored based on projected requirements. For sustainment operations, personnel sourced from mobility units should replace the TALCE.

Task Force (DOD, NATO)—1. A temporary grouping of units, under one commander, formed for the purpose of carrying out a specific operation or mission. 2. Semi-permanent organization of units, under one commander, formed for the purpose of carrying out a continuing specific task. (JP 1-02)

Time-Phased Force and Deployment Data (TPFDD) (DOD)—The Joint Operation Planning and Execution System database portion of an operation plan, it contains time-phased force and deployment data, non-unit-related cargo and personnel data, and movement data for the operational plan, including: (a) in-place units, (b) units to be deployed to support the operation plan with a priority indicating the desired sequence for their arrival at the port of debarkation, (c) routing of forces to be deployed, (d) movement data associated with deploying forces, (e) estimates of non-unit-related cargo and personnel movements to be conducted concurrently with the deployment of forces, and (f) estimate of transportation requirements that must be fulfilled by common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources. (JP 1-02)

Time-Phased Force and Deployment Data (TPFDD) Shell—Database with ULN that contains UTC level data, but no time phasing or UIC.

UTC Shortfall—When a wing or tasked installation does not possess sufficient qualified personnel to support a UTC tasking, they will request relief by submitting a UTC shortfall request from the installation deployment office to their MAJCOM operation plans or deployment office. This request will be coordinated as a minimum with the local manpower office and MPF. There are two types of personnel UTC shortfalls: 1) a wing or installation cannot support the entire UTC; and 2) a wing or installation can support a portion of the tasked UTC, but cannot fill one or more of the AFSC requirements within the UTC.

Weather Services—A specialized task performed by aerospace forces to provide timely and accurate environmental information to support strategic, operational, and tactical military operations. Weather Services includes data and forecasts of atmospheric, oceanographic, terrestrial (land), and space environmental conditions. (AFDD 1-2)

Attachment 2

AEF INDIVIDUAL AUGMENTEE VOLUNTEER APPLICATION

(AEFC/AES must receive completed application at least 130 days prior to the EAD/DRI)

FROM: Applicant's OIC/NCOIC Rank and Name/Office Symbol Date _____

SUBJECT: AEF Contingency Volunteer Application

TO: Applicant's Unit Deployment Manager (UDM)

1. Request your coordination to permit (Member's Rank, Full Name, and SSAN) to apply to support or fill an AEF individual augmentation (IA) billet. In support of this application, I am providing the following information and justification:

   a. The applicant is fully qualified and meets all of the requirements needed to fill this individual augmentee billet.

   b. Contingency Operation Name: _____ PID Number: _____

   c. DRMD ULN/LNR: _____

   d. Required AFSC: _____ Applicant's CAFSC (Enlisted) or DAFSC (Officer): _____

   e. Line Remarks: _____. Applicant meets or exceeds all line remarks.

   f. Date Required In-Place (DRI): _____

   g. Tour Length: _____

   h. Member is/is not assigned to another UTC. If assigned to another UTC, this tasking will not conflict nor degrade the unit's ability to support the UTC the member is currently assigned to support. The unit can successfully backfill this vacancy with another qualified member. This application will not result in an IA reclama or a UTC shortfall request.

   i. The unit is/is not required to seek a wing commander (or equivalent) waiver to allow the volunteer to switch from their current AEF to the new AEF required to support this tasking. This

change of AEF assignment will be reflected in the AEF field update in the Personnel Data System.

j. Member does/does not require a Secretary of the Air Force waiver to volunteer to serve in excess of 179 days at the same location in a consecutive 12-month period.

k. Applicant understands he is voluntarily asking to deploy.

l. Member does/does not require general or flag officer approval to deploy in excess of 182 or 220 days in a preceding 365-day period.

2. The applicant understands that approval of this request does not prohibit his/her being tasked to support future contingency requirements.

3. If you concur with this request, please notify me so that I can have this application coordinated through the unit chain of command, to the commander for a final decision. My phone number is _____.

_____ _____

Applicant's NCOIC/OIC Signature Applicant's Signature

1st Ind (Unit Deployment Manager) Date _____

TO: Commander

_____ has requested permission to volunteer for the above contingency individual augmentee tasking. I have reviewed the application and certify the member is fully qualified for this position and support the member's release for the duration of this deployment. This application will not degrade any existing UTCs nor cause the unit to reclama or shortfall any steady state taskings. Request your review and approval/disapproval.

_____

Unit Deployment Manager Signature

2nd Ind (Commander) Date _____

TO: Wing Commander (or equivalent) (If approved)

Volunteer and Volunteer's NCOIC/OIC (If disapproved)

I have reviewed the IA volunteer application of _____ and my decision is provided below.

a. Approved. Member is qualified to support this billet and his/her absence will not degrade my unit's ability to meet current or future AEF contingency taskings. I understand, should the applicant be unable to deploy, my unit will retain responsibility to support this billet unless relieved by an approved reclama message. I will immediately notify you upon determination that my unit does not have a qualified substitute, if one becomes necessary.

b. Disapproved. Reason for disapproval:

_____

Commander's Signature

3rd Ind (Wing Commander or equivalent)

TO: MAJCOM Readiness Office and Functional Area Manager

I have reviewed IA volunteer application of _____ and my decision is provided below.

a. Approved. Member is qualified to support this billet and his/her absence will not degrade our ability to meet current or future AEF contingency taskings. I understand, should the applicant be unable to deploy, we will retain responsibility to support this billet unless relieved by an approved reclama message. We will notify the MAJCOM Readiness via a reclama message immediately upon determination that we no longer have a qualified substitute, if one becomes necessary.

b. Disapproved. Reason for disapproval:

_____

Wing Commander's (or equivalent) Signature

NOTE: Indorsements will continue through the MAJCOM staff to the ECS IPT member. The MAJCOM FAM must agree to support and fill the billet, even if the original volunteer and his/her unit are unable to support the billet. If the volunteer's application is approved, the ECS IPT member will forward to the AEF Center Scheduling Division's Functional Scheduler for final approval NLT 130 days prior to the EAD/ DRI.